Freedom of Information Policy for Schools

Information Governance (IG) Services.

YourIG

Bringing Information Governance solutions to you.

(c) Copyright of the Corporate Information Governance Team (CIGT) 2025

Contents

Freedom of Information Policy for Schools 3
Legal Obligations 3
Purpose 3
Scope of the Policy 3
Objectives 4
Achieved by 4
Version Control 5
Further Information 5

(c) Copyright of the Corporate Information Governance Team (CIGT) 2025

Freedom of Information Policy for Schools

Legal Obligations

Section 1 of the Freedom of Information Act 2000 gives a general right of access from 1st January 2005 to recorded information held by the Our Lady & St Kenelm Primary School subject to certain conditions and exemptions contained in the Act. Simply, any person making a request for information to the School is entitled:

- To be informed in writing whether the School holds the information of the description specified in the request; and

- If the School holds the information to have that information communicated to them.

If the School holds the information it must provide it, subject to certain conditions and exemptions.

The School will ensure that procedures and systems are in place to facilitate access by the public to recorded information and to this end, the School has adopted the Policy as specified below.

Scope of the Policy

Section 19 of the Freedom of Information Act places a duty upon the school to have a Publication Scheme in place where it will routinely publish information about the school in line with the model publication scheme.

The Our Lady & St Kenelm Primary School has a statutory obligation to make information that is not available as part of the Publication Scheme accessible to any members of the public upon **written request**.

(c) Copyright of the Corporate Information Governance Team (CIGT) 2025

Objectives

The school will meet its obligations under the Freedom of Information Act 2000 by:

- Actively maintaining a Publication Scheme;
- Acknowledging the rights of individuals who request information from the school and ensure these rights are exercised in accordance with the Act;
- Ensuring that records are managed properly and adequate steps are taken to ensure accuracy and information is kept up to date.

Achieved by

In order to support these objectives, the Our Lady & St Kenelm Primary School will:

- Manage all records effectively following good records management practice.
- Actively publish information via the School website through the Publication Scheme;
- Regularly review the Publication Scheme
- Ensure that all activities that relate to the processing of a request will comply with the Act;
- Ensure that any requests for access to information held by the school are handled courteously, promptly and appropriately, ensuring that the request is valid and that information provided is clear and unambiguous;
- Ensure that all staff acting on Our Lady & St Kenelm Primary School behalf understand their responsibilities regarding access to information under the Act, and that they receive the appropriate training/instruction and supervision so that they carry these duties out effectively and consistently and are given access to information,
- Ensure that staff are aware of the Freedom of Information Policy;

(c) Copyright of the Corporate Information Governance Team (CIGT) 2025

- Review this policy annually to ensure that it is still relevant, efficient and effective;
- The Policy and Procedure will be made available in other formats where necessary.

Version Control

This policy will be evaluated on a regular basis with a review date of September 2026

Further information

For further information, please contact

YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815026

(c) Copyright of the Corporate Information Governance Team (CIGT) 2025