



ST. MARY'S  
ACADEMY TRUST

# St Mary's Academy Trust

## Freedom of Information Policy

Date agreed by Board.....November 2017 .....

Date to be reviewed.....December 2019.....

## **1 Introduction**

- 1.1 St Mary's Academy Trust is committed to complying with the provisions of the Freedom of Information Act 2000 (FOIA), which came into force on 1<sup>st</sup> January 2005.
- 1.2 The FOI Act 2000 gives the public the right of access to all recorded information held by all public authorities.
- 1.3 Access to information can only and will only be denied if there is an absolute exemption upon its disclosure or the public interest assessment dictates that the information should not be disclosed.
- 1.4 The FOIA is regulated by the Information Commissioner.
- 1.5 The Freedom of Information Act complements or supports the following legislation:
  - General Data Protection Regulations 2018, that gives individuals access to personal information held about them by the Trust;
  - Environmental Information Regulations 2004 that gives access to information about the environment held by the Government and Public Authorities.
  - Protection of Freedoms Act 2012 requires public authorities to provide information and if available datasets in a re-usable format so far as reasonably practicable; and
  - Local Government Act 1972 that contains the main access to information rules in relation to all meetings of the Trust and the formally established committees and sub-committees of the Trust.
- 1.6 In complying with its duty the Trust must take account of the Code of Practice in relation to Freedom of Information issued by the Ministry of Justice under Section 45 of the Act. The Trust will abide by the terms of Code of Practice whenever this is possible or appropriate.

## **2 Policy Statement**

- 2.1 St Mary's Academy Trust will comply with all relevant provisions of the Freedom of Information Act 2000 and, where relevant, the requirements of the Environmental Information Regulations 2004 (EIR).
- 2.2 The Trust will provide advice and assistance to help people make requests under the FOIA. The Trust aims to respond to all requests promptly and within the statutory response period of 20 working days following receipt of a valid request.
- 2.3 In cases where information is covered by an exemption or other legislation, consideration is given as to whether or not it is in the public interest to disclose regardless of the exemption.
- 2.4 The Trust has adopted and will maintain a Publication Scheme that has been approved by the Information Commissioner. The Publication Scheme contains details of all the information that the Trust makes available to the public. The Publication Scheme will be subject to regular review.

- 2.5 The Trust is committed to conducting its affairs in a transparent manner and enabling public access to its information whenever this is appropriate. Generally the Trust will act in as open and transparent a manner as possible whilst ensuring the integrity of its information and protecting the privacy of its customers.

### **3 Scope**

- 3.1 This policy informs recipients of Trust services, members of the public and external parties of the processes the Trust has established for complying with the FOIA.
- 3.2 This policy operationally applies to all employees of the Trust, contractors, agents, partners and temporary staff working for or on behalf of the Trust.
- 3.3 This policy does not cover Subject Access Requests (requests for access to information about a living individual which could identify them). These requests are exempt from the FOIA under section 40, and should be processed in accordance with the General Data Protection Regulations 2018 (GDPR)

### **4 Relationship with the General Data Protection Regulations 2018**

- 4.1 The Trust is under a legal duty to protect personal data as required by the General Data Protection Regulations 2018. The Trust will carefully consider its responsibilities under the GDPR before disclosing personal data about living individuals, including current and former offices, members and users of its services.

### **5 The Trust's Publication Scheme**

- 5.1 The Trust's Publication Scheme is available on the Trust's Website.

The Publication Scheme specifies:

- What information the Trust will make routinely available to the public as a matter of course;
- How it will do so; and
- Whether or not this information will be made available free of charge or on payment of a fee

### **6 Roles and Responsibilities**

- 6.1 All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and in compliance with this policy and the prevailing procedures.
- All requests that are sent directly to the schools must be forwarded to Melanie Priestley, Director of Finance and Operations.
  - Melanie Priestley, Director of Finance and Operations, will clarify information with our solicitors and finance committee.

All staff must recognise that all recorded information may be provided to the public, and that the law requires that there will be full and unconditional disclosure in every case unless one of the statutory exemptions/exceptions applies.

Any breach of any provision of the FOIA will be deemed as being a breach of any contract between the Trust and that individual, company, partner or firm;

6.2 Managers are required to ensure that the service areas for which they are responsible have in place adequate guidance on freedom of information and effective measures to comply with this policy.

6.3 Third parties who are users of information supplied by the Trust will be required to confirm that they will abide by requirements of the FOIA and allow audits by the Trust of data held on its behalf (if requested); and

Indemnify the Trust against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

6.4 The Trust will ensure that:

- Everyone managing and handling information understands that they are responsible for following good information management practice;
- Staff who handle information are appropriately supervised and trained;
- Methods of handling information are regularly assessed and evaluated;
- Any disclosure of data will be in compliance with approved procedures;
- All necessary steps will be taken to ensure that data is kept secure at all times against unauthorised or unlawful loss or disclosure; and
- All contractors who are users of information supplied by the Trust will be required to confirm that they will comply with the requirements of the Act with regard to information supplied by the Trust.
- It will abide by any Code of Practice on the discharge of the functions of Public Authorities which is issued by the Ministry of Justice. In addition the Trust will take account of any guidance which is issued by the Information Commissioner to promote good practice.

## **7 In respect to any request for information the Trust reserves the right to:**

7.1 Withhold request results until the relevant fee has been paid, and also reserves the right to refuse requests whose total administrative cost exceeds the appropriate limit of 18 hours based on an average flat rate of £25 per hour (£450), as stated in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004.

7.2 Refuse any vexatious or repetitious request;

7.3 Where the Trust already publishes the information requested, enquiries will be directed to the public resource in which they may find the information they require;

- 7.4 Withhold information if it is subject to an exemption under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or the Local Government Act 1972; and/or
- 7.5 Not provide copies of items subject to copyright restrictions, although these will still be open for inspection under the Regulations.
- 7.6 A refusal of a request for information will only be made when it is necessary to do so. For example, if the estimated costs of extracting, preparing or analysing the requested information are excessive. The refusal of the request will be made in writing and will state the reason for refusal, specify the exemption which applies and state clearly why the exemption applies.

When applicable the Trust will identify why the public interest in maintaining an exemption outweighs the public interest in any disclosure. Whenever appropriate the factors taken into account will be identified and communicated.

## **8 Complaints**

- 8.1 The Trust has a set complaints procedure and any complaints about the General Data Protection Regulations, the Environmental Information Regulations or the Freedom of Information Act may be dealt with by clearly marking your correspondence 'Complaint' and addressing it to:

St Mary's Academy Trust  
BBIC  
Innovation Way  
Wilthorpe  
Barnsley  
S75 1JL

- 8.2 If you are not content with the outcome of the complaint, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:-

Customer Services Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Website: [www.ico.org.uk](http://www.ico.org.uk)  
Tel: 01625 545 745

8.3 The Trust will maintain a record of all complaints and their outcomes.

## **9 References**

9.1 References:

Freedom of Information Act 2000

Environmental Information Regulations 2004

Protection of Freedoms Act 2012

General Data Protection Regulations 2018

Human Rights Act 1998