

**Policy title: KOA Freedom of Information Policy**

***All-through***

**Date adopted: 13 November 2017**

<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Origin of Change</b> <i>E.g. change in legislation</i>
V 1.0	19 September 2016			
	November 2017		No Change	

***Link to other policies:***  
***KOA Complaints Policy***

**Rationale:**

The academy is committed to promoting a culture of openness and accountability by providing rights of access to the information that it holds.

From January 2005, the Freedom of Information Act 2000 (FOIA) came into force fully. Any person has the legal right to ask a public authority (i.e. King's Oak Academy) for access to information held at the academy and the academy has a duty to provide advice and assistance to anyone requesting information. Access to personal information on students, staff and academy councillors remains covered by the Data Protection Act 1998.

**Aims:**

Without prejudice to the generality of the above the academy will ensure, so far as is reasonably practicable that:

1. the academy is able to comply with requests for information under FOI in 20 working days (not including academy holidays)
2. the academy will provide advice and assistance to persons requesting information
3. information, instruction, training and supervision will be provided as necessary, to ensure the freedom of information policy is communicated and actioned in the most appropriate fashion
4. sensitive and confidential information will be protected where circumstances require and exemptions will be applied as appropriate
5. a good record and management system will be maintained to help meet FOI obligations
6. records of inquiries and how they are handled will be kept, including those that have been refused.

**Processes:**

1. The academy has adopted the Model Publication Scheme published by the Information Commissioner. See link to CLF FOI webpage: <http://www.cabotlearningfederation.net/our-federation/information/freedom-information/> ).
2. A guide to information held by the academy will be maintained and regularly updated and published by the academy with this policy. See link to CLF FOI webpage: <http://www.cabotlearningfederation.net/our-federation/information/freedom-information/>
3. All FOI requests should be in writing (including email and fax). It should state the enquirer's name and correspondence address (email addresses are allowed). It should describe the information requested with sufficient information to be able to identify and locate the information.  
Verbal enquiries are not covered by the FOI Act.



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**KOA Freedom of Information Policy**  
Adopted by the Academy Council on:  
13/11/2017

Reviewed annually



4. Charging; the academy council reserve the right to charge a fee for complying with requests as calculated in accordance with the FOIA regulations.  
The model publication scheme identifies the charges to be made where applicable. Where a charge is to be made, the academy must send the enquirer a fees notice and the request will not be actioned until the fee has been paid.  
If the cost complying with the request exceeds the appropriate limit (£450), the academy is not obliged to comply with the request.
5. Complaints: Any written (including email) complaint will be handled through the academy's complaints procedures and will be fair and impartial. The complaint should be addressed initially to the Principal.

If the outcome of the complaint upholds the academy's original decision, or the applicant is not satisfied with the assistance given, the applicant should be informed of their right to appeal to the Information Commissioner.

Information commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informatiocommissioner.gov.uk](http://www.informatiocommissioner.gov.uk)

**Responsibilities:**

The academy council is responsible for ensuring the academy complies with the FOIA and that structures and procedures are in place to comply with legislation and has the responsibility for overseeing access to the information and monitoring and reviewing the policy.

The Principal has been delegated to be responsible for the day to day management of the policy, including provision of advice, guidance, publicity and interpretation of the academy's policy.