



## Great Heights Academy Trust

# Freedom of Information Act Policy

### Overview

As an educational provider, our Trust has an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines:

- How the Trust will respond to requests from individuals for access to information held about them.
- Our Trust's policy and procedures for the release and publication of private data and public records.

### Legal framework

This policy has due regard to the following legislation:

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance, including, but not limited to, the following:

- ICO 'Model publication scheme' 2016
- ICO 'Duty to provide advice and assistance (section 16)' 2016

This policy will be viewed in conjunction with the following other school policies:

Data Protection Policy; Publications Scheme

### Procedure

In responding to a Freedom of Information request the Trust or individual academy will consult with the Data Protection Officer, Debbie Pettiford; The DP Advice Service, before sending a response.

Where a request is made for personal information this is a subject access request and will be dealt with under the Data Protection Policy.

### Accepting requests for information:

The Trust will only accept a request for information which meets all of the following criteria:

- It is in writing
- It states the name of the applicant and an address for correspondence
- It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

### Aims and Objectives

In response to requests for information we will:

Confirm whether the information is held and can be provided

Supply the information, or give reasons for refusal

Supply the information within 20 working days

A full list of documents that are available by request from the Trust are listed in the Trust's publications scheme policy and a copy of the scheme can be provided on request.

Documents are retained for the appropriate periods stated in the retention guidelines for schools provided by the Records Management Society.

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