



**reigate•college**

**FREEDOM OF INFORMATION ACT 2000**

**PUBLICATION SCHEME**

**July 2016**

<b>Policy Originator:</b>	<b>Sandra Leach</b>
<b>Approved by:</b>	<b>Deputy Principal</b>
<b>Date Approved:</b>	<b>July 2016</b>
<b>Review Interval:</b>	<b>3 years</b>
<b>Last Review Date:</b>	<b>July 2016</b>
<b>Next Review Date:</b>	<b>July 2019</b>

## **1.0 Policy Statement**

- 1.1 It is a legal requirement under the Freedom of Information Act (FOIA) that the College complies with this legislation.
- 1.2 Reigate College is committed to supporting and implementing the Act and this document provides the policy statement and framework to enable compliance with this Act.
- 1.3 The Freedom of Information Act gives the public a general right to access to information held by public authorities, subject to certain conditions and exemptions.
- 1.4 Requests for information can be made by anyone, anywhere and for any reason.
- 1.5 The Act applies to both historic and new information held by the College and applies to all information recorded in any format.
- 1.6 The purpose of the FOI Act 2000 is to create a culture of openness across the public sector.
- 1.7 The College endorses and adheres to the principle of public access to official information.

## **2.0 Key Principles**

- 2.1 This policy applies to all information that is created, received or maintained by staff and students at Reigate College and by any external partner on behalf of Reigate College.
- 2.2 This policy applies to all records of information regardless of format i.e. both hard copy and electronic records.

## **3.0 General**

- 3.1 The Freedom of Information Act provides members of the public a general right of access to all recorded information held by the College. Any person has the right to if information is held by the College and to see a copy of that information. There are exemptions to this right set out in the Act and detailed in FOI procedures.
- 3.2 The college is obliged by the Act to publish a Publication Scheme. The Publication Scheme outlines the kinds of information held by the college and how it may be accessed. The Publication Scheme is available to the public through the college website. This policy will be implemented in accordance with all existing and emerging legislation.
- 3.3 The college supports the principle of openness in public institutions and recognises that, in addition to the exemptions outlined in the procedures, there is an obligation to maintain an individual's right to privacy.

- 3.4 The management of personal and sensitive information will continue to be dealt with in accordance with the requirements of the Data Protection Act and any associated legislation.
- 3.5 Reigate College will produce and maintain a Publication Scheme that describes the range of information held by the college. These information sources may already be openly published by the college or a specific request may be required.
- 3.6 The Publication Scheme will be regularly reviewed and updated as necessary. The classes of information in the Scheme are those given in the FOIA model publication scheme for 6<sup>th</sup> Form Colleges. These comprise of the following main classes:
1. Who we are and what we do
  2. What we spend and how we spend it
  3. What our priorities are and how we are doing
  4. How we make decisions
  5. Our policies and procedures
  6. Lists and registers
  7. The services we offer
- 3.7 In summary, the college is required under the Freedom of Information Act 2000 to:
- Maintain a Publication Scheme which identifies a range of information documents that are routinely published in the public domain.
  - Provide access to college information which is not otherwise published on receipt of a written request, stating the name and address of the requestor and describing the information required.
  - Inform the requestor in writing whether we hold the requested information and, where applicable, to communicate that information to them within 20 working days, subject to any exemption or fees.
  - Where information is exempt from disclosure, to send the requestor a notice which specifies and explains the reasons why.
  - If a fee is chargeable, to send the requestor a fees notice, stating the amount required.
  - To provide assistance and advice to anyone seeking information on the college.

## **MONITORING AND REVIEW**

- 4.0 Responsibility for ensuring that this policy remains appropriate and complies with changes in legislation will be held by the Deputy Principal. This policy will be reviewed every 3 years.
- 4.1 Requests should be made to FOIRequest@reigate.ac.uk providing your name, address and a detailed description of the information you require.