

## **New College Telford**

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### **Freedom of Information Act Policy**

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<b>Approved</b>		<b>Version</b>	<b>1.0</b>



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## **Document Location**

File Location: -

\\athena\StaffArea\Freedom\_Of\_Information\_Act\_2000\Freedom of  
Information Policy.docx

Web Location: -

## **Image Revisions**

**Draft 1**

Initial Document

## **1. Introduction**

As a sixth form college New College Telford takes its responsibilities with regard to the 'Freedom of Information Act 2000' very seriously. This policy provides the framework through which effective management of 'Freedom of Information Act 2000' can be achieved, it covers the following: -

- Aim of the Policy
- Responsibilities
- Relationship with other Documents
- Publication Scheme
- Requests for Information
- Charges
- Complaints
- Exemptions
- Contacts

## **2. Aim of the Policy**

This policy is a statement of New College Telford's commitment to the Freedom of Information Act 2000 and aims to ensure a consistent approach for requests of information under the Act.

- New College Telford has signed up to the model Publication Scheme approved by the Information Commissioner under which a significant amount of information is routinely made available to the public as a matter of course.
  - Other information not included in the Publication Scheme is readily available on request and such a request is dealt with in a timely and appropriate manner.
  - In cases where information is covered by an exemption, consideration is given as to whether or not the information should be released.
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### **3. Responsibilities**

The College recognises its responsibility under the Act to provide a general right of access to information held. The person with overall responsibility for this policy is the Vice Principal.

The Freedom of Information Officer is responsible for: -

- Implementation of the Act within the College and promoting compliance with this policy.
- Reviewing this policy and providing operating procedures and guidance to its implementation.
- Acting as the central contact for information requests
- Dealing with informal complaints.
- Providing general guidance and training for members of staff on the Freedom of Information Act.

### **4. Relationship with other Documents**

This policy has been created within the context of the following College documents: -

- Publication Scheme
- Data Protection Policy
- Document Retention Schedule

### **5. Publication Scheme**

The College's Publication Scheme is available on the web or in hard copy by request from the Freedom of Information Officer. The Publication Scheme will specify: -

What information the College 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 on payment of a fee

## **6. Requests for Information**

Information not already made available in the College's Publication Scheme will be accessible through a specific request for Information. In this regard the Freedom of Information Act establishes two related rights: -

- The right to be told whether information exists, and
- The right to receive the information (subject to exemptions)

These rights can be exercised by any individual. These specific requests for information not listed in the publication scheme will be dealt with by the Freedom of Information Officer.

Any request must be made in a permanent form (for example in writing or by email) and a charge may be made for dealing with any request. Requestors will not be entitled to information to which any of the exemptions in the Act applies. However, only those specific pieces of information to which the exemption applies will be withheld, and information covered by an exemption will be subject to review by the Freedom of Information Officer.

The College must respond to any request within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.

## **7. Charges**

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5. In certain circumstances the college may waive the charge

## **8. Complaints**

The Freedom of Information Officer will co ordinate any complaints received in respect of this policy. The complaint should be addressed to the Freedom of Information Officer in the first instance. The complaint will be acknowledged immediately and every reasonable effort will be made to offer a more comprehensive reply within 21 days. If the applicant is not satisfied with the reply then they should inform the Freedom of Information Officer within 21 days. The complaint will then be forwarded to the College Quality Manager and will be dealt with in accordance with the College's Complaints Procedure. If applicants are dissatisfied with the outcome of the Complaints Procedure they may seek an independent review from the Information Commissioner.

Requests for review by the Information Commissioner should be made in writing to: -

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **9. Exemptions under the Act**

There are 23 exemptions under the Act, some exemptions where the public interest test applies, and others which are absolute exemptions. The full list of exemptions can be found at: -

[http://www.ico.gov.uk/home/what\\_we\\_cover/freedom\\_of\\_information/guidance.aspx#exeguidance](http://www.ico.gov.uk/home/what_we_cover/freedom_of_information/guidance.aspx#exeguidance)

The College may decide that some information it holds could be regarded as exempt information under the Act. Where a request is made for information which includes exemptions the College will consider the prejudice test and the public interest test, and may in some circumstances withhold the requested information.

## **10. Contacts**

Vice Principal  
New College Telford  
King Street  
Wellington  
Telford  
TF1 1NY

Quality Manager  
New College Telford  
King Street  
Wellington  
Telford  
TF1 1NY

Freedom of Information Officer  
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