

Freedom of Information Publication Policy



OWNED BY:	Operations Director					
DATE OF LAST REVIEW	October 2018					
PLANNED NEXT REVIEW:	October 2021					
APPROVAL:	Corporation					
APPLIES TO:	Staff	<input checked="" type="checkbox"/>	Student	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>

1. Policy Statement

The College has adopted the model Freedom of Information Publication Scheme, version 1.2 dated 23rd October 2015, as issued and approved by the Information Commissioner.

This policy details the process, timescales and costs related to FoI requests.

The College has appointed an FoI officer, currently the Operations Director, through whom all requests for information must be processed.

2. Definitions

n/a

3. Requests for Information

A request for information from the College can be made in writing or via e-mail to all main client-interface points, receptions, student services, faculty offices, the Clerk to the Corporation or the Office of the Principal; but the most effective route will be to email student.journey@cirencester.ac.uk.

The College must respond to all legitimate requests within a period of not more than twenty working days, the first day being the day of the receipt of the request or, if that day is not a working day, the first working day thereafter.

The college will provide all reasonable assistance and advice to those requesting information, wishing to request information or considering making a request for information in order to ensure they receive the most appropriate information and documentation.

Requests for information arising from the Data Protection Act will be considered within the terms of that act also.

Anyone has a right to request information of the College. In accordance with the Freedom of Information Act the College reserves the right to determine the authenticity of a request and of the person making it.

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

4. Charges and Payments

The College may charge for the provision of information but aims to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges for routinely published material will be justified and transparent and kept to a minimum. They will only cover actual disbursements incurred such as photocopying, postage and packing, and costs directly incurred as a result of viewing information. Those requesting information are advised of the charge at the outset, or as soon as they can be quantified in advance of production.

Material which is provided and accessed on the College's website shall be provided free of charge.

If no payment is forthcoming within the twenty working-days period, the response time may be suspended. If no further request or contact is forthcoming from the original requester of information within three months of the original or a subsequent request, the college shall have the right to assume the request is no longer active.

5. Complaints and Appeals

Complaints about the College's conduct under the Act must be made by the customer to the College in the first instance.

If the complaint is not resolved with the college, the customer has the right to appeal to the Information Commissioner who will decide whether the request has been handled correctly and issue a Decision Notice or an Enforcement Notice accordingly.

Both parties have the right of appeal to an Information Tribunal.

6. Status of the Policy

This policy does not form part of the contract of employment but it is a condition of employment that staff will abide by the rules and policies made by the College. Any failure to follow the policy can therefore result in disciplinary proceedings. In certain serious circumstances such as (but not exclusively) unauthorised disclosure of information, this may constitute gross misconduct and could result in dismissal.

Any member of staff who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with the Data Protection Officer initially. If the matter is not resolved it should be raised as a formal grievance.

7. Responsibilities of Staff

All staff are responsible for:

- Forwarding any formal FoI requests to the FoI Office in good time such that a response can be provided within the timescales detailed.
- Not responding to the requestor; it is important that all requests are dealt with in a consistent manner and this is the responsibility of the FoI Officer.

8. Data Protection

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the

College's disciplinary procedure.

9. Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of gender, age, race, marital status, maternity, ethnicity, disability, gender identity ,sexual orientation or religion/faith.

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

If any employee feels that this policy does not meet this aim please contact the College's Head of Head of Human Resources