



Lickey End First School

Freedom Of Information Policy

Last Updated/Reviewed:	April 2025
Next Review:	April 2028
Adopted by the Governing Body on:	21.05.2018
Signed off by: B Behan Chair of Governors	

Dependent Policies and Procedures:
Data Protection
Privacy Notice - Pupils
Privacy Notice - Workforce
Privacy Notice - Governors and Volunteers
Data Retention
Publication Scheme
Safeguarding Policy

1. Introduction

The Freedom of Information Act 2000 (FOIA) aims to ensure that public authorities, including all maintained schools, are clear and proactive about the information they make public.

The FOIA imposes a duty on public authorities to respond to Freedom of Information requests. It is our duty to:

- Confirm or deny that the information requested is held
- Communicate the requested information to the applicant

This document will define the school's Freedom of Information Policy and Publication Scheme.

2. Roles and responsibilities

2.1) Administrative staff

Administrative staff will receive requests in writing, and carry out requests unless delegated to a more appropriate member of staff. Requests for personal data are classified as a subject access request and will be forwarded to the Data Protection Officer.

2.2) Data Protection Officer

The Data Protection Officer will determine what information needs to be released to comply with subject access requests. Access to specific information may be delegated to an appropriate member of staff on a case-by-case basis.

3. Codes of practice

Section 45 of the FOIA guides public authorities as to the desirable practice to follow when handling Freedom of Information requests and public information.

The school complies with the obligations set out in Section 45, which are:

- General rights of access to information subject to certain conditions and exemptions
- A duty to provide reasons for any refusal in cases where access to information is withheld in reliance upon an exemption from disclosure

- A duty to provide reasonable advice and assistance to applicants
- A duty to adopt and maintain a publication scheme, approved by the Information Commissioner

4. How to request information

Freedom of information requests are to be submitted in writing to:

- The school data protection lead at **foi@lickeyendfirstschool.co.uk**

Subject access requests can be submitted to either:

- The data protection lead at **foi@lickeyendfirstschool.co.uk**
- The Data Protection Officer at **schoolDPO@warwickshire.gov.uk**

Requests should include:

- The subject's name
- A correspondence address
- A contact number and email address
- Details about the information being requested

5. Procedure and exemptions

5.1) Procedure

The school will:

- Log and track all requests
- Aim to complete freedom of information requests within 20 working days of receipt
- Inform applicants of an extension period if the request cannot be completed within 20 working days
- Provide information and advice to applicants if the requested information is not held by the school
- Aim to complete subject access requests within 30 working days of receipt
- Inform subjects of an extension period if the request cannot be completed within 30 working days
- Provide information and advice to subjects if the access request is denied

5.2) Exemptions

There are 23 exemptions under the FOIA, and they may mean the school is not able to disclose requested information in a freedom of information request. These exemptions are listed under two categories: Absolute and Non-Absolute.

Non-Absolute exemptions require a Public Interest Test. This will determine whether it is in the public interest to disclose the requested information or to withhold it. The ICO will carry out a Public Interest Test.

Absolute Exemptions that may apply to the school:

- Information accessible by other means (e.g. in the Publication Scheme)
- Information supplied by, or relating to, bodies dealing with security matters
- Court records, and information held in relation to court proceedings
- Prejudice to effective conduct of public affairs
- Sensitive personal data - data protection policies apply (See 5.3)
- Information provided in confidence
- Information whereby disclosure is prohibited by an enactment or would constitute contempt of court

Non-absolute Exemptions that may apply to the school:

- Information intended for future publication
- Investigations and proceedings conducted by public authorities
- Law enforcement
- Prejudice to effective conduct of public affairs
- Health and Safety
- Environmental information
- Personal information relating to a third party
- Legal professional privilege
- Commercial interests

Other reasons the school may refuse to comply with a request is if:

- The time taken to complete the request exceeds 18 hrs or exceeds a cost of £450 in staff hours
- The request is considered excessive or vexatious

5.3) Personal data requests

Where an applicant makes a request for their own or their child's personal data, the request will be treated as a subject access request, as outlined in the Data Protection Policy.

These requests are complied with unless:

- Information might cause serious harm to the physical or mental health of a pupil or another individual
- Information would reveal that a child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information is contained in adoption and parental order records

- Certain information is given to a court in proceedings concerning a child

Please refer to the Data Protection Policy for more information on subject access requests.

6. Publication scheme

Our Publication Scheme can be found on the school website. It outlines which information is published publicly, and which information can be requested from the school office.

Our school website can be found at: **www.lickeyendfirstschool.co.uk**

7. Feedback, complaints, and enquiries

We welcome any comments or suggestions you might have on our scheme. If you want to offer feedback or require any assistance with this policy or our Publication Scheme please email the school at:

- **office@lickeyendfirstschool.co.uk**

Inquiries will be forwarded to the Headteacher or Data Protection Officer depending on subject matter.

If you have a complaint and you feel we are unable to resolve it, please contact the Information Commissioner's Office (ICO) to file a formal complaint at:

- **www.ico.org.uk/concerns**
- **0303 123 1113**

The ICO ensures compliance with the FOIA 2000 and the GDPR 2018.