



Reeth Community Primary School and Gunnerside Methodist (VC) Primary School Federation

INFORMATION POLICY

This policy was approved by the Full Governing Body in **Autumn 2016**
It will be reviewed in **Autumn 2017**

Sue Pellatt, Chair of Governors.

INTRODUCTION

This policy will help the school to comply with the Data Protection Act 1998 (DPA), Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOIA), associated guidance and Codes of Practice issued under the legislation. It addresses dealing with requests for information, records management, security and access to information and use of email and internet.

What is does this policy apply to?

This policy applies to any recorded information which is held by school, or on their behalf, in any form, whether manual or electronic.

DATA PROTECTION

Personal Data will be collected, stored, used and disclosed in accordance with the requirements of the Data Protection principles.

Each school has notified its purposes for processing with the Information Commissioner.

MAKING INFORMATION AVAILABLE

The school will make information available in line with the DPA, EIR and FOI and is committed to the spirit of the legislation to promote openness and accountability. Requests will be responded to within the prescribed timescales. *Guidance flow charts are included as Appendices A and B to this policy. These can also be accessed via:*

<http://cyps.northyorks.gov.uk/CHttpHandler.ashx?id=20556&p=0> and
<http://cyps.northyorks.gov.uk/CHttpHandler.ashx?id=24095&p=0>

Exemptions will only be applied when absolutely necessary. If an exemption applies individuals will be advised they cannot have the information they have requested and, where appropriate, given the reason why information is being withheld, and/or advised of the complaints procedure and contact details for the Information Commissioner.

The Chair of Governors and the Headteacher will jointly consider all requests where a public interest test is applied, or where there is any doubt on whether or not an exemption should be applied. In applying the public interest test they will:

- ♦ Document clearly the benefits from both disclosing and withholding the requested information; and
- ♦ Where necessary seek guidance on case law in deciding where the balance lies.

Reasons for disclosing/not disclosing the information will be reported to the next governing body meeting.

The school will offer advice and assistance to individuals to help them access information. For example if information is not held by the school but may be held by another public body, the school will advise the individual of this and provide contact details of the relevant public body.

The school has adopted the Information Commissioner's model publication scheme for schools (see Appendix D) and will publish as much of the information as possible on its website. The publication scheme will be kept up-to-date and will be subject to an annual review by the Governing Body.

Charging for information

Charging for supplying information will be at the schools' discretion and in line with current regulations. If a charge applies, written notice will be given to the applicant and payment must be received before the requested information is supplied.

- ♦ For **FOI** and **EIR** requests, the school will use the North Yorkshire County Council Charging Policy (see Appendix C). Once the individual has been notified that a fee is payable if this not received, within 3 months of the notification, the request will be deemed to have lapsed.
- ♦ For **DPA** or **Education (Pupil Information)(England) Regulations 2005** requests, charges will be made in accordance with current legislation.

Complaints

Expressions of dissatisfaction will be handled through the school's existing general complaints procedure and on completion of the complaints procedure applicants will be notified of their right to complain to the Information Commissioner.

Monitoring & Evaluation

The headteacher will be responsible for periodically monitoring requests received and action taken to ensure that the school is complying with its information legislation and report annually to the **Governing Body**.

RECORDS MANAGEMENT/SECURITY & CONTROL OF INFORMATION

The school recognises that the secure and efficient management of its information is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school.

- ♦ Protocols will be in place to ensure the school knows what information is held and by whom.
- ♦ The school will ensure that information is managed in line with the guidance in the NYCC Information Governance advice for schools.
- ♦ The school will adopt the North Yorkshire County Council (NYCC) Record Retention and Disposal Schedule (RRDS) and will inform NYCC of any new records created or of records held by the school which do not appear in the RRDS.
- ♦ The school will ensure that information is held securely with access restricted as appropriate, and in line with the guidelines on security and access in the NYCC Information Governance advice for schools.
- ♦ The school will ensure that use of email and internet is properly controlled in line with the guidance in the NYCC Information Governance advice for schools.
- ♦ The school will periodically review and monitor its information management to ensure standards, procedures, guidelines and security measures are in place and being complied with.

TRAINING

The school will ensure that appropriate guidance and training is given to the relevant staff, governors and other authorised school users on access to information regimes, records management, security and access to information, using email and the internet.

COPYRIGHT

When providing information, the school will ensure that there is no infringement of copyright legislation.

RESPONSIBILITY

The day-to-day responsibility for implementation of the school Information Policy and the provision of advice, guidance, publicity and interpretation of the policy is delegated to the headteacher. The headteacher is also the Senior Information Risk Owner.

The School Business Manager is the designated member of staff for information requests, acting as a single point of reference and will:-

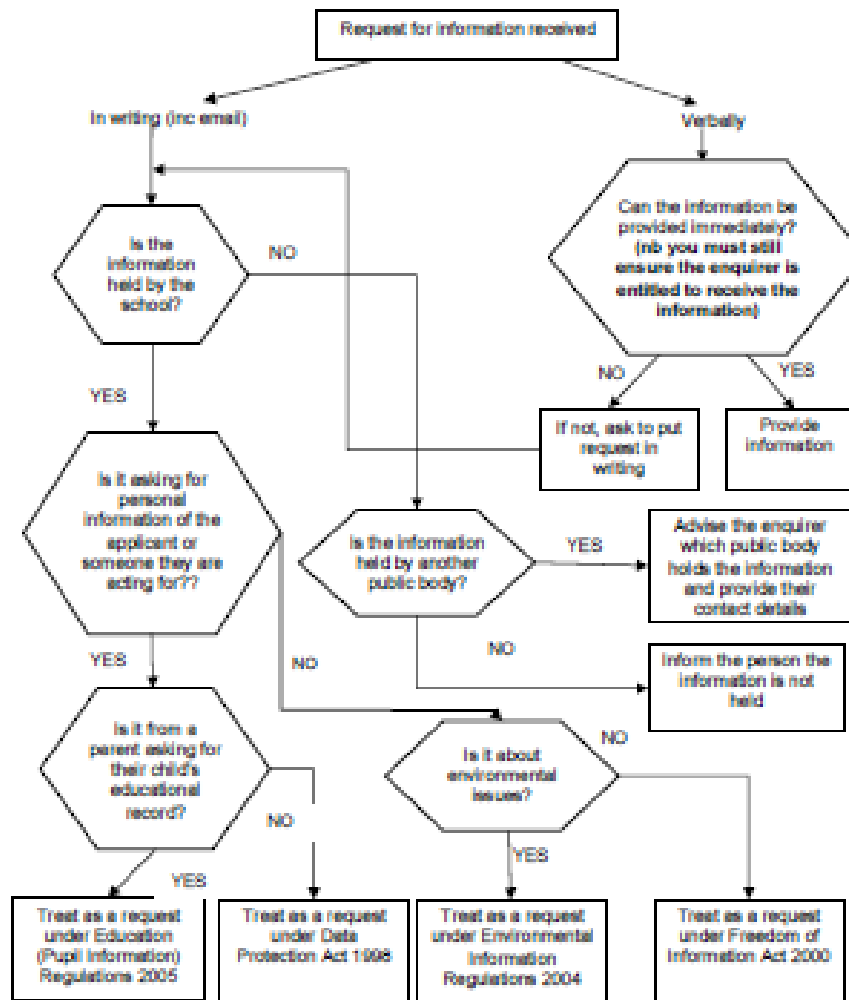
- ♦ Oversee all requests for information
- ♦ Ensure systems are in place to deal with requests
- ♦ Be responsible for maintaining a log of all request received and for ensuring they are responded to within the prescribed timescales
- ♦ Ensure a record of refusals and reasons for refusals is kept, allowing the governing body to review the school Information Policy on an annual basis
- ♦ Take a view on possibly sensitive areas
- ♦ Co-ordinate/update the Publication Scheme
- ♦ Consider what training and guidance staff may need

GENERAL

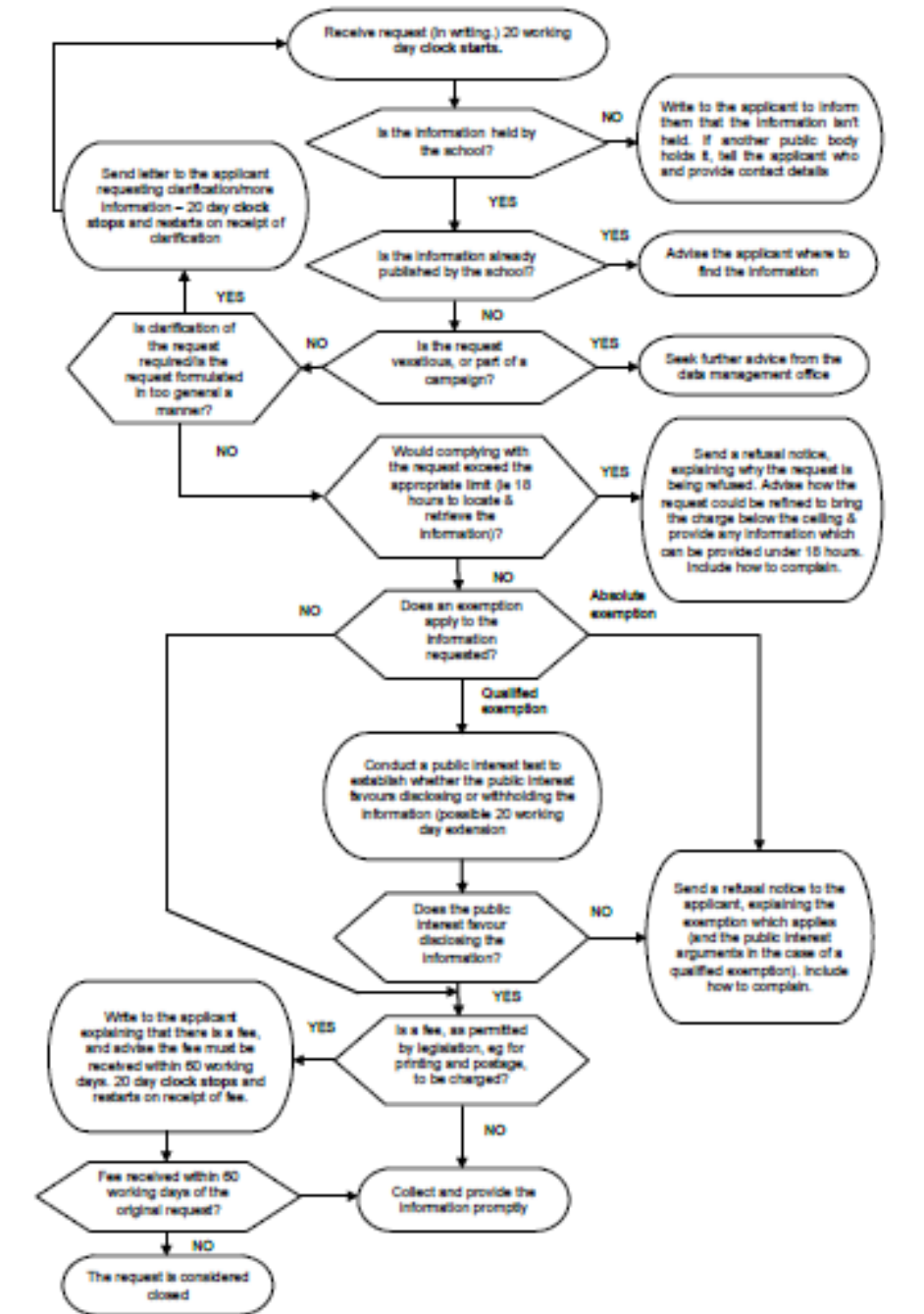
Any user who contravenes this guidance will be dealt with appropriately. This may include disciplinary action and/or informing the Police where appropriate.

The **Governing Body** will be responsible for evaluating and reviewing this policy annually.

Which legislation applies?



PROCESS MAP – FOR HANDLING REQUESTS FOR INFORMATION UNDER FREEDOM OF INFORMATION ACT 2000



STANDARD COSTS TO BE USED IN THE CALCULATION OF FEES FOR REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 - NYCC

Staff time	£25.00 per hour
Photocopying Costs	10p per copy
Printing Costs	10p per copy
Postage Costs	1 st class at cost or original estimate, whichever is lesser
Other items such as relevant translation	At cost or original estimate, whichever is lesser

NYCC CHARGING REGIME

Fee is less than £5.00	No charge will be made
Cost of fee between £5.00 and £450.00	If the cost to service a request is estimated at between £5.00 and £450.00 (approximately 17 staff hours plus £25 disbursements) then a charge for non-staff costs as above will be made
Cost of fee is over £450.00 (*)	If the cost to service a request is estimated to cost in excess of £450.00 (more than 17 staff hours plus £25 disbursements) then the full cost, including staff time at the above rate, will need to be charged
Aggregation of Requests (**)	If two or more requests are received within 60 consecutive working days, for the same or similar information either from the same person or different persons who appear to be acting as part of a campaign, then the charges will be aggregated. Once the cost exceeds £450.00 then the full costs, including staff time, will need to be charged
Mixed Requests	If a request is received in which the information is covered by more than one access to information regime then, for the purposes of calculating fees, it is necessary to separate out the constituent parts of the request to determine what fee may be charged. The above charging regime is applicable to the FOI element.

* Where the fee is calculated at over £450.00

Section 16(1) requires the County Council to provide advice and assistance, "so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information"	Stage 1 – If the request is particularly wide-ranging, and therefore likely to be expensive to answer, the County Council must discuss this with the applicant to see if the question could be refined to a more manageable level to bring it below the £450 limit.
	Stage 2 – If after providing advice and assistance, as required under Section 16, the request is still over the appropriate limit the County Council can either turn the request down or answer the request and charge a fee.
	Or where the County Council decides to provide the information and charge a fee, and does not have other powers to do so, the County Council can charge on the basis of the costs outlined above, as well as the cost of informing the applicant whether the information is held and communicating the information to the applicant.

** Further detailed guidance is available on the Data Matters Intranet site.

This NYCC Charging Policy available from:
Data Management Officer, North Yorkshire County Council
01609 533219 Datamanagement.officer@northyorks.gov.uk

Model Information Policy NYCC v.Mar 12

ICO guidance for schools:

http://ico.org.uk/for_organisations/sector_guides/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/definition-document-schools-in-england.pdf

Guide to information available from Reeth Community Primary School and Gunnerside Methodist (VC) Primary School Federation under the model publication scheme

NOTE: Costs for all information requests will be calculated in line with the NYCC FOI charging policy and schedule of charges. This is included as Appendix C of the Schools' Information Policy.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who in the school	Web-site / hard copy
Who's who on the governing body and the basis of their appointment	Web-site / hard copy
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body via the school (named contacts where possible).	Web-site / hard copy
Aims & Values, School prospectus and an Outline of the school curriculum	Web-site. A printed copy of the website pages can be made available on request.
Staffing structure	Hard copy
School session times and term dates	Web-site / hard copy

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Information to be published	How the information can be obtained
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000 – published at least annually	Hard copy
Procurement procedures and details of contracts that have gone through a formal tendering process.	Hard copy
Staff allowances and expenses that can be incurred or claimed	Hard copy
Pay policy	Hard copy
Staffing and grading structure, by salary <i>range</i>	Hard copy
Governors' allowances	N/A (currently)

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Information to be published	How the information can be obtained
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<ul style="list-style-type: none"> • Government supplied performance data (or a direct web-link to it) • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post Inspection Action Plan 	<p>Direct link via web-site / hard copy</p> <p>Direct link via web-site / hard copy</p> <p>Hard copy</p>
<p>Appraisal/Performance Management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>
<p>Schools future plans (eg. proposals for change; consultations)</p>	<p>Hard copy</p>
<p>Safeguarding and Child Protection policies and procedures</p>	<p>Web-site / hard copy</p>

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Information to be published	How the information can be obtained
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>
<p>Admissions policy/decisions (not individual admission decisions) – LA policy followed</p>	<p>Hard copy (LA)</p>
<p>Agendas of meetings of the governing body and its committees</p>	<p>Hard copy</p>
<p>Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>

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Information to be published	How the information can be obtained
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only – all <i>statutory</i> policies will be available as a minimum.</p>	
<p>School policies including (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Single Equalities Scheme • Disciplinary policy for staff • Web-site privacy policy • Exceptional circumstances policy • Lettings policy 	<p>Web-site / hard copy Hard copy Web-site / hard copy Hard copy Hard copy Web-site Web-site / hard copy Hard copy</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement and acceptable use agreement for use of ICT • Curriculum • Sex education • Special educational needs • Collective worship • Behaviour policy 	<p>Hard copy Hard copy Web-site / hard copy Web-site / hard copy Hard copy Hard copy</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information policy (includes Data Protection) • Records retention destruction and archive policies 	<p>Web-site Hard copy</p>

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Information to be published	How the information can be obtained
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Note - some information may only be available by inspection
Curriculum circulars and statutory instruments (eg.LA regulations/letters)	Web-site: cyps.info
Disclosure logs (schools' single central register)	Securely held electronic copy available for inspection
Asset register (inventory)	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Note - some information may only be available by inspection
Extra-curricular activities	Hard copy
Out of school clubs	Web-site (via newsletters published) / hard copy
School publications, leaflets, books and newsletters	Web-site / hard copy
Services for which the school is entitled to recover a fee, together with those fees	N/A. Hard copy should this become applicable