

**FREEDOM OF INFORMATION POLICY**

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| Action | Date |
| Reviewed by Audit Committee | March 2022 |
| Next review | March 2023 |

1. **Introduction**

The Freedom of Information Act (FOIA) 2000 Schedule 1 Part IV Para 53 defines the College as a Public Authority and as such it is subject to the Act.

It is the College’s policy to comply with the Act and amendments thereto. Details of the Act can be found at <http://www.legislation.hmso.gov.uk/acts/acts2000/36/contents>

It is a requirement of the Act that the College operates a Publication Scheme which must be approved by the Information Commissioner (the Commissioner). The College has adopted a model Publication Scheme which has been approved by the Commissioner.

1. **The Publication Scheme**

The scheme provides information on the following:

* Who we are and what we do
* What we spend and how we spend it
* What our priorities are and how we are doing
* How we make decisions
* Our policies and procedures
* Lists and registers
* The services we offer

The information is published on the College website in various formats and places and may be available for download.

1. **Information requests**

Information requests must be made in writing, giving the requester’s name and address and should include a payment (if appropriate) to St Brendan’s Sixth Form College. Requests should be made in writing (post or e-mail) to

St Brendan’s Sixth Form College

Assistant Principal

Freedom of Information Request

Broomhill Road,

Brislington

Bristol, BS4 5RQ

Requests for environmental information must be dealt with according to the Environmental Information Regulations 2004 (EIR), and requests for other information according to the Freedom of Information Act 2000 (FOIA).

1. **Refusals**

The College may refuse to provide information when exemptions apply to the information request (e.g. commercially sensitive information [Chapter 36 Part II Section 43], personal information [Part II of the Act Section 40], or vexatious and repeat requests). In this case the College will write to set out its reasons for its refusal.

1. **Fees**

Requests for information in formats other than those in which they are published will usually incur a charge to cover the cost of producing the item in the format requested and sending it. A minimum charge of £25 and a maximum of £450 will apply. Should the cost to the College of providing the information exceed £450 it is entitled to, and may, refuse the request.

1. **Scrutiny**

The College’s Audit Committee will annually review a log of FOI requests.

1. **Comments and complaints about the Publication Scheme**

If you have any comments, complaints or suggestions about our Publication Scheme please write to:

St Brendan’s Sixth Form College

Assistant Principal

Freedom of Information Request

Broomhill Road,

Brislington

Bristol, BS4 5RQ

Or for complaints you may also contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. To contact their helpline telephone 01625 545745, URL: https://ico.org.uk/global/contact-us/