

# FREEDOM OF INFORMATION POLICY

Action	Date
Reviewed by Audit Committee	
Next review	October 2025

## 1. Introduction

The Freedom of Information Act (FOIA) 2000 Schedule I 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 [Freedom of Information Act 2000 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2000/52/section/1)

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.

## 2. 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.

## 3. 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  
Head of Data and Exams  
Freedom of Information Request  
Broomhill Road,  
Brislington  
Bristol, BS4 5RQ

[www.stbrn.ac.uk](http://www.stbrn.ac.uk)

Broomhill Road, Brislington, Bristol, BS4 5RQ | 0117 977 7766 | [info@stbrn.ac.uk](mailto:info@stbrn.ac.uk)

Principal Marian Curran  
Registered Charity: Clifton Diocese 1170168



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).

#### **4. 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.

#### **5. 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.

#### **6. Scrutiny**

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

#### **7. 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  
Head of Data and Exams  
Freedom of Information Request  
Broomhill Road,  
Brislington  
Bristol, BS4 5RQ

Or for complaints you may also contact:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

To contact their helpline telephone: 0303 123 1113  
URL: <https://ico.org.uk/global/contact-us/>

[www.stbrn.ac.uk](http://www.stbrn.ac.uk)

Broomhill Road, Brislington, Bristol, BS4 5RQ | 0117 977 7766 | [info@stbrn.ac.uk](mailto:info@stbrn.ac.uk)

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#### Version History

Version	Date	Changes
Oct 2023	30/10/2023	Updated link to Freedom of Information Act Updated Job Title in Paragraphs 3 and 7 Corrected the telephone number for ICO

**www.stbrn.ac.uk**

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