

Policy/Procedure Name: Freedom of Information Policy

Policy/Procedure Number: MIS002

Date of Approval: July 2005

Review Date: March 2018

Role Responsible: MIS Manager

Approved By: SLT / Governors

1.0 Introduction

The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000 (FOIA). Details are available on the College website or by contacting the Head of Information Services. The College also complies with the Data Protection Act 1998 and ensures that personal data is dealt with appropriately – see paragraph 3 on confidentiality.

2.0 Details of Freedom of Information

Information about College activities and meetings of the Corporation, College Councils and committees is available to the public through the Freedom of Information Act Publication Scheme. The Scheme includes classes of information under the following headings:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations

3.0 Confidentiality

The College has agreed that confidentiality must be observed in accordance with the Data Protection Act 1998 and the exemptions in the Freedom of Information Act, which allows for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 1998 and information where a public interest test applies. The categories for determining confidentiality are:

- a. personal information relating to an individual;
- b. information provided in confidence by a third party who has not authorised its disclosure;
- c. financial or other information relating to procurement decisions, including information relating to the College negotiating position, during the course of those negotiations;
- d. information relating to the negotiating position of the College in employment relations matters, during the course of those negotiations;
- e. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- f. legal advice received from or instructions given to the College legal advisors;
- g. information planned for publication in advance of that publication; and/or
- h. information not otherwise covered above, but considered to be commercially sensitive.

4.0 Responses to Enquiries

The Freedom of Information Act Publication Scheme sets out the manner in which information is available. Most of this can be found on the College website or a hard copy can be provided on request. The College will endeavour to provide information within twenty working

days and charges may apply. The College reserves the right to charge for this time and any other costs incurred. Any such charge will be notified in advance to the person making the request to check that they wish to proceed.