



Cranbourne Freedom of Information Policy

Rationale.

The Freedom of Information Act ([FoIA](#)) states that all maintained schools should be clear and proactive about the information they will make public. Some information which we hold may not be made public, for example personal information, as defined by the General Data Protection Regulation (GDPR).

Cranbourne school is committed to following the advice and publishing schemes of the Information Commissioner's office ([ICO](#)) to comply with the Freedom of Information Act 2000.

Purpose

Making information public is a means of showing how we are pursuing our school's aims. It is a means of involving all the stakeholders in pursuing and understanding these aims.

Background

The Freedom of Information Act (FoIA) applies to all public authorities and came fully into force on 1st January 2005. It provides the public with a statutory right of access to recorded information held by authorities, subject to certain exemptions, within twenty working days. The Act is fully retrospective and applies to all information that falls within the scope of the Act, not just information created from 1st January 2005. Section 19 of the Act also obliges the School to make information pro-actively available in the form of an approved "publication scheme".

In addition, individuals currently have a statutory right of access to their own "personal data" under the General Data Protection Regulation ([GDPR](#)). Individual access rights to personal data are extended by the FoIA through amendments to the access provisions of the GDPR.

The Environmental Information Regulation ([EIR](#)) provides a statutory right of access to "environmental information", as defined in these regulations. The EIR came into force on 1st January 2005 and replaces the existing 1992 Regulations. The EIR is also fully retrospective.

The Government's Information Commissioner enforces these three information regimes. Each regime contains certain categories of exempt information, where information can be withheld. Any decision to withhold information under an exemption can be referred by the applicant to the Information Commissioner, who can overturn any decision to withhold information. For the purposes of this policy, the "public" is defined as any individual or organisation anywhere in the world and an "information request" refers to any request for recorded information made under the FoIA, EIR or GDPR.

We are committed to:-

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

To specify the information which is held by the authority and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

To review and update on a regular basis the information the authority makes available under this scheme.

To make this publication scheme available to the public.

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Information in draft form.

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

How to access information

If you require a paper version of any of the documents within the scheme, please contact the school by email, fax or letter. Contact details are set out below. or you can visit our websites at www.cranbourne.hants.sch.uk

We will require your full name and address, as well as the precise details of your request.

Your details will not be shared with any third party without your consent.

Contact Details

Cranbourne

Email: gen.enquiries@cranbourne.hants.sch.uk

Tel: **01256 868600**

Fax: **01256 868601**

Contact Address: **Wessex Close, Basingstoke, RG21 3NP**

Information published on our websites is free, and can be accessed from any internet enabled computer, smart phone or tablet. The information may also be accessed from a public library or "internet café".

Single copies of information covered by this publication are provided free unless stated otherwise. If a request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will advise on costs before fulfilling the request.

Timescales

Freedom of Information requests should be dealt with within 20 school days, or 60 days including non-school days whichever is the smaller including holidays.

Requests for Data Protection (subject access requests) should be dealt with within 40 calendar days.

Requests for pupil education records should be dealt with within 15 school days.

Delegated responsibilities

Overall responsibility for ensuring that the School meets the statutory requirements of the FoIA, EIR and GDPR lies with the Governors, and the Chair of Governors has overall responsibility for information management issues. They have delegated the day-to-day responsibility of implementation to the Head teacher.

All School staff are responsible for ensuring that they handle requests for information in compliance with the provisions of the various Acts.