

# SILVER BIRCH ACADEMY TRUST

## Freedom of Information Policy

### **ADOPTED BY**

Chingford Hall LGB

### **DATE**

November 2017

### **REVIEW DATE**

November 2020



Silver Birch Academy Trust  
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# Introduction

The Silver Birch Academy will comply with the terms of the Freedom of Information Act 2000 (FOIA) and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.

One of the aims of the FOIA is that public authorities, including all maintained and state-funded schools, should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- the manner in which the information will be published;
- whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

This policy also links in with the school's:

- Data Protection Policy
- ICT Acceptable Use and E-Safety Policy
- Publication Scheme

This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the academy from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

## Data Gathering and Storage

Information will only be gathered and stored for specified purposes, in line with the Data Protection Policy. In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

## Publication Scheme

The school will adopt and publish the appropriate model publication scheme, as recommended by the DFE, Information Commissioner and the Local Authority and approved by the local governing body

The current recommended [model schemes](#) can be viewed via the Information Commissioner's website.

## How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy. Contact details are set out below.

Email: [school@chingfordhall.waltham.sch.uk](mailto:school@chingfordhall.waltham.sch.uk) Tel: 0207 527 7433

Contact Address: Data Protection Controller, 4 Burnside Avenue, Chingford, London, E4 8YJ.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you are looking for is not available via the publication scheme, you can still contact the academy to ask if we have it.

## Charging for Information

We will not usually charge for any information requested. However, if your request means that we have to photocopy or print, pay a postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. This charge will be no more than the cost incurred by the academy in supplying the information.

## Timescales

We will do our utmost to reply to any request promptly. In any case, we will meet the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond. The response time starts from the time the request is received. Where we need to ask you for more information to enable us to answer, the 20 days start time begins when this further information has been received.

If a qualified exemption applies and we need more time to consider the public interest test, we will reply within the 20 days stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made.

Where we have notified you that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

## Logging Requests Received

The school will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication, or if you require further assistance or wish to make a complaint, this should be addressed to:

Data Protection Controller, 340 Higham Hill Road, Walthamstow, E17 5QX.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Enquiry / Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Monitoring and Review

This policy will be made available to parents upon request.

The policy will be reviewed every three years unless a statutory requirement or issues identified in the practical application of the policy occur prior to the scheduled review of the policy.

