

The logo banner features a dark blue background with a faint architectural drawing of a building. The text 'RAYLEIGH SCHOOLS TRUST' is written in white, uppercase, serif font. The banner is bordered by a thin light blue line on the left and a thin yellow line on the right.

RAYLEIGH SCHOOLS TRUST

**FREEDOM OF INFORMATION
POLICY UNDER GDPR**

October 2019
Reviewed: Autumn 2023
Review: Autumn 2024

Please also reference Data Protection (DP) for additional information regarding personal data

1 GENERAL PRINCIPLES

- 1.1 This is the policy of the School/Trust in order to comply with its DP obligations.
- 1.2 This policy sets out:
 - i. The classes of information which the Trust publishes or intends to publish;
 - ii. The manner in which the information will be published;
 - iii. Whether the information is available free of charge or on payment.
- 1.3 This covers information already published and information which is to be published in the near future. All information in the Trust's publication scheme is either available on its website to download and print off or available in paper form.
- 1.4 It may not be possible to provide some information because it is legally privileged, confidential or another exemption applies.
- 1.5 Further individuals may make requests for specific types of information:
 - Freedom of information requests.
 - Subject access requests
 - Requests for education records

2 CATEGORIES OF INFORMATION PUBLISHED

- 2.1 The classes of information that the MAT undertakes to make available are organised into five broad topic areas:
 - 2.1.1 Class 1: Who we are and what we do
 - 2.1.2 Class 2: What we spend and how we spend it
 - 2.1.3 Class 3: What our priorities are and how we are doing against them
 - 2.1.4 Class 4: How we make decisions
 - 2.1.5 Class 5: Our policies and procedure
- 2.2 Generally where possible information will be provide on our website and this will include information as required by law together with information which can be appropriately provide.

3 REQUESTS FOR INFORMATION

- 3.1 If you would like to make a request under the FOIA, please:
 - make the request in writing (this includes email)

- state the enquirer's name and correspondence address (email addresses are allowed);
- describe the information requested - there must be enough information to be able to identify and locate the information.

3.2 You do not have to explain why you want the information or state that it is a FOI request, but it may help us to reply to your request more promptly if you let us know that it is a FOI request.

3.3 The Trust will endeavour to respond to any requests promptly and in any event within 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.

3.4 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.

3.5 The Trust aims to respond to FOIA requests free of charge. However, if your request means that we have to do incur significant costs, e.g. a significant amount of photocopying, printing, paying a large postage charge, or a request for a priced item such as some printed publications or DVDs, we will let you know the cost before fulfilling your request. Information will be charged at the actual cost of providing it (e.g. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

3.6 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.

4 **SUBJECT ACCESS REQUESTS**

4.1 All staff, parents and other users are entitled to:

- Know what information the School/Trust holds and processes about them or their child and why.
- Know how to gain access to it.
- Know how to keep it up to date.

4.2 Know what the School/Trust is doing to comply with its obligations under the 1998 Act.

4.3 All staff, parents and other users have a right under the 1998 Act to access certain personal data being kept about them or their child either on a computer or in certain files. If any such request is made please contact a senior leader as information should be provide within certain time scales. Please note that a charge may be made for compliance with such a request. Some exemptions apply and if so you will be informed.

4.4 If any complaint is made in respect of any matter in relation to personal data then this should be raised with a senior leader.

5 REQUESTS FOR EDUCATIONAL RECORDS

5.1 Parents have separate rights in law to request educational records. Any such request should be made to the school in the first instance.

6 THE INFORMATION COMMISSIONER

6.1 If there are any concerns about the operation of this policy then they should be raised with the School in the first instance.

6.2 If there are complaints about this policy or breaches of data protection then they may be raised with the Office of The Information Commissioner see <https://ico.org.uk/> for information.