Queen Victoria Primary School

STOUR VALE ACADEMY TRUST

# QUEEN VICTORIA PRIMARY SCHOOL

# GOVERNMENT STAUTORY DOCUMENT

# Freedom of Information Policy
# July 2023

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| Policy Number: | SV Policy - 15 |
| Approved by: | LGB Meeting 4th October 2023 |
| Next review due date: | July 2024 |

STOUR VALE ACADEMY TRUST

# FREEDOM OF INFORMATION POLICY

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| **VERSION / DATE** | VERSION 1.0 JULY 2023 |
| **NEXT VERSION DUE BY** | JULY 2024 |

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## 1.0 Legal obligations

Section 1 of the Freedom of Information Act 2000 gives a general right of access from 1 January 2005 to recorded information held by Stour Vale Academy Trust ('the Trust'), comprising member schools and the central team, subject to certain conditions and exemptions contained in the Act. Simply, any person making a request for information to the Trust is entitled:

- to be informed in writing whether the Trust holds the information of the description specified in the request; and
- if the Trust holds the information to have that information communicated to them.

If the Trust holds the information, it must provide it, subject to certain conditions and exemptions.

The Trust will ensure that procedures and systems are in place to facilitate access by the public to recorded information and to this end, the Trust has adopted the policy as specified below.

## 2.0 Scope of the Policy

Section 19 of the Freedom of Information Act places a duty upon the Trust to have a Publication Scheme in place where it will routinely publish information about the Trust in line with the model publication scheme.

The Trust has a statutory obligation to make information that is not available as part of the Publication Scheme accessible to any members of the public upon **written request**.

## 3.0 Objectives

The Trust will meet its obligations under the Freedom of Information Act 2000 by:

- actively maintaining a Publication Scheme;
- acknowledging the rights of individuals who request information from the Trust and ensure these rights are exercised in accordance with the Act;
- ensuring that records are managed properly and adequate steps are taken to ensure accuracy and information is kept up to date.

## 4.0 Achieved by

In order to support these objectives, the Trust will:

- manage all records effectively following good records management practice;
- actively publish information via the Trust website through the Publication Scheme;
- regularly review the Publication Scheme;
- ensure that all activities that relate to the processing of a request will comply with the Act;
- ensure that any requests for access to information held by the Trust are handled courteously, promptly and appropriately, ensuring that the request is valid and that information provided is clear and unambiguous;
- ensure that all staff acting on the Trust's behalf understand their responsibilities regarding access to information under the Act, and that they receive the appropriate training/instruction and supervision so that they carry these duties out effectively and consistently and are given access to information;
- ensure that staff are aware of the Freedom of Information Policy;
- review this policy annually to ensure that it is still relevant, efficient and effective;
- ensure that the Policy and Procedure will be made available in other formats where necessary.

## 5.0 Version control

This policy will be reviewed annually with review and next review dates.

## 6.0 Further information

For further information, please contact:

YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk Tel: 01384 815607