



Policy Statement: Freedom of Information

| | |
|--------------------------------|--------------------------------|
| Author | Martin Goodhand |
| Date last reviewed | April 2020 |
| Approval route | College Leadership Team |
| Date Approved | February 2021 |
| Review cycle | Not less than every four years |
| Date Review Due | April 2024 |
| Contractual or Non-Contractual | Non-contractual |
| Location of copies | Website and Microsoft Teams |
| Policy version | V1 |

Contents

| | |
|---|---|
| 1. Freedom of Information | 3 |
| 2. Information to be made available by the College | 3 |
| 3. Charges for information | 3 |
| 4. Policy References | 4 |
| 4.1 Access to the policy..... | 4 |
| 4.2 Quality and Assurance Monitoring | 4 |

1. Freedom of Information

The Freedom of Information Act gives the public a general right of access to information held by colleges (and other public authorities).

The new Model Publication Scheme and definition document provided by the Information Commissioner's Office (ICO) for Colleges of Further Education has been adopted by Franklin Sixth Form College.

The College is obliged to respond in writing within 20 working days to specific requests from any individual. The College can be expected, in its response, to: state whether it holds information of the type requested, and, if so, then, subject to certain exemptions (including Data Protection principles), communicate it to you.

You may make a request for information regarding Franklin Sixth Form College in writing to:

reception@franklin.ac.uk

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

The Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from the ICO

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>

2. Information to be made available by the College

The information colleges routinely publish falls into the following categories – these have been determined by the ICO:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer.

3. Charges for information

The College may make a reasonable charge for information which is not easily available. Where a charge is to be made this will be notified in advance.

4. Policy References

4.1 Access to the policy

The policy statement will be available on the College's Microsoft Teams presence and also published on the College's website www.franklin.ac.uk

4.2 Quality and Assurance Monitoring

The College Leadership Team will review the policy no less than every four years.