



FREEDOM OF INFORMATION POLICY 2017-20

1 Policy Statement

1.1 Under the Freedom of Information Act 2000 it is a legal requirement that College's must provide a publication scheme to promote greater openness and accountability across the public sector. The publication scheme is available through the College website. This policy covers all requests for information made under the Freedom of Information Act and is applicable to all staff and members of the public.

1.2 The publication scheme is the legal document which must be available to members of the public to inform them of what publications are available and how to request them. The College has adopted the Information Commissioner's Office model publication scheme.

1.3 To promote greater openness and accountability the College will:

- inform staff its legal obligations in respect to the Freedom of Information Act
- publish the scheme and maintain its accuracy to ensure that members of the public are aware of publications available
- ensure that members of the public are aware of how to access publications
- respond to requests for information not directly covered by the scheme
- will provide a method of feedback on the publication scheme

1.4 Other related documents

- Freedom of Information Publication Scheme Part One and Two
- Data Protection Policy
- Financial Regulations Policy

1.5. Designated Person Responsible for the Freedom of Information and Publication Scheme:

- Carshalton: Rachael Tucker, PA to the Principal
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Access to the Policy

1.6 Policies and procedures can be found on the College Websites.

Policy Title: Freedom of Information Policy	Staff Member Responsible: Director of Quality Improvement
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