



## **FREEDOM OF INFORMATION POLICY**

**This policy applies to all the academies in  
The Lionheart Academies Trust**

<b>Version</b>	<b>Document History</b>	<b>Date</b>
Version 0.1	Initial Document	17/04/2017
Version 0.2	Draft issued for review	19/04/2017
Version 1.0	Approved by Trust Board and issued to all schools	05/06/2017

Signed by Chair of Board: \_\_\_\_\_



## **1. Purpose**

1.1 The Freedom of Information Act 2000 ('the Act') creates a public "right of access" to information held by public authorities. The act does this in two ways:

- i) public authorities are obliged to publish certain information about their activities; and
- ii) members of the public are entitled to request information from public authorities

## **2. Policy**

2.1 This policy applies to any recorded information that is held by the Lionheart Academies Trust ("the LAT"). All members of Staff working for the LAT are bound by this policy. For the purposes of this policy, the term "Staff" means all members of LAT staff including permanent, fixed term, and temporary staff, governors, secondees, any third party representatives, agency workers, volunteers, interns, agents and sponsors engaged with the LAT in the UK or overseas. This policy also applies to all members of staff employed by any of the LAT's subsidiary companies.

2.2 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

2.3 The LAT is fully committed to abiding, not only by the letter, but also by the spirit of the Act, and, in particular, is committed to the observation, wherever possible, of the highest standard of conduct mandated by the Act. This policy has been written to acquaint staff with the LAT's duties under the Act and to set out the standards expected by the LAT in order to safeguard individuals' rights and freedoms.

## **3. Definition**

3.1 This policy applies to all information held by the LAT regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically.

3.2 The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

3.3 It should be noted that the Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file, this information is still governed under the Data Protection Act 1998. Please see the LAT DATA PROTECTION POLICY for further information.

## **4. Dealing with Requests**

4.1 The LAT will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request

4.2 Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. The LAT would prefer to receive requests electronically in order to better track and manage our response. Email requests should be sent to: [FOIA@lionhearttrust.org.uk](mailto:FOIA@lionhearttrust.org.uk)

4.3 Repeated or vexatious requests for information will be refused.



- 4.4 The LAT reserves the right to charge a fee to cover our expenses when dealing with FOIA requests. In all circumstances a requester will be sent a fees notice before any costs are incurred.
- 4.5 The LAT reserves the right to refuse requests where the cost of locating, retrieving and compiling the information would exceed the statutory maximum (currently £450).
- 4.6 The LAT recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

## **5.0 Publication Scheme**

- 5.1 In accordance with Section 19 of the Freedom of Information Act the LAT has adopted the ICO model publication scheme.
- 5.2 The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for, the majority of these documents will be published via the websites of our schools.

## **6.0 Responsibilities**

- 6.1 The LAT will follow the Code of Practice issued by the ICO when developing policies and procedures in relation to freedom of information.
- 6.2 Responsibility for compliance with this and related policies will rest with The Trust Board who will delegate those responsibilities to the Senior Information Risk Owner (SIRO).
- 6.3 The SIRO will have the ultimate responsibility for responding to FOIA requests, ensuring the accuracy of any information issued.
- 6.4 All LAT staff have a responsibility to ensure that any request for information they receive is dealt with appropriately under the Act and in compliance with this policy
- 6.5 All LAT Staff are responsible for good information handling practice and for implementing records, management policies and procedures as appropriate to their post.
- 6.6 All LAT staff should have read and understood this policy and be clear of their obligations as set out in this policy.

## **7.0 Complaints**

- 7.1 Complaints relating to breaches this policy will be managed and processed by the LAT's HR Team.
- 7.2 Complaints will be dealt with in accordance with the LAT's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).
- 7.3 All complaints of dissatisfaction should be addressed to:

HR TEAM  
Lionheart Academies Trust,  
C/O Beauchamp College,  
Ridge Way,  
Oadby  
LE2 5TP

Telephone: 0116 2729117

E-mail: [HRINBOX@beauchamp.org.uk](mailto:HRINBOX@beauchamp.org.uk)



## **8.0 Review**

- 8.1 This policy will be reviewed periodically as it is deemed appropriate, to take account of changes in the law and guidance issued by the Information Commissioner. These reviews will be no less frequently than every two years. The policy review will be undertaken by the Director of IT for the LAT and ratified by the LAT Board.