



The Haberdashers' West Midlands Academies Trust

**Haberdashers' Abraham Darby
Haberdashers' Adams**

FREEDOM OF INFORMATION POLICY

2022 - 2027

Freedom of Information Policy

Named Responsibility of Policy	Mr. L J Hadley- Principal – Haberdashers' Abraham Darby Mr. G J Hickey- Headmaster – Haberdashers' Adams
Date of Policy	September 2022
Date next Review to be completed by	September 2027
Governor Accountability	Finance and Board Committee

1. Introduction

Haberdashers' Abraham Darby / Haberdashers' Adams are committed to complying with and implementing the provisions of the Freedom of Information Act 2000 and related legislations. This provides a general entitlement to any person to be able to access information held by the Schools, subject to exemptions and conditions laid down by law.

2. Scope

This policy applies to all information held by the Schools 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. The Act's powers are fully retrospective and thus information is accessible in accordance with legal time limits. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed under the General Data Protection Regulation 2018 (GDPR). Requests for access to such information will be governed in line with the requirements of this legislation.

3. Dealing with Requests

We will offer what we believe to be reasonable 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 later than twenty working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public's interest. Repeated or vexatious requests for information will be refused. We will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny, and the public interest.

We will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

4. Making a request

Any request in writing will be considered a Freedom of Information request including those received by signed letter or email. 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 Schools reserve the right to refuse requests where the cost of locating, retrieving, and editing (where necessary) the information would exceed the statutory imposed appropriate limit (currently £450). The Schools also reserve the right to comply to the request for information if the information is no longer available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons. Where a request for information has been received, and it involves a significant amount of additional resources needed to complete the request, a nominal fee of £10.00 may be charged.

We recognise that requests for environmental information may be made over the telephone and that different exemptions may apply.

5. Relationship with the General Data Protection Regulation

We are under a legal duty to protect personal data under current Data Protection Laws including the General Data Protection Regulation 2018. We will carefully consider our responsibilities under these regulations before releasing personal information about living individuals, including current and former employees and pupils.

6. Responsibilities

We have a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Principal/ Headmaster. Complaints regarding the use of this policy should be directed to the Governing Body.

All Schools staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for valuable information handling practice and for implementing records management policies and procedures as appropriate to their post.

7. Further Advice

For advice and assistance please contact the Principal at Haberdashers' Abraham Darby or the Headmaster at Haberdashers' Adams.

Further advice and information about the Freedom of Information Act 2000, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's Office. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website www.informationcommissioner.gov.uk