

Nailsea School

Freedom of Information

Headteacher Mrs D. Elliott



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Freedom of Information

1. Rationale

- 1.1. Nailsea school holds a large amount of data on the students and their families, which the school has a legal and moral responsibility to protect the data that school holds on the students and their families, and for the families to access this information, under the Freedom of information Act 2000.

2. Purpose

- 2.1. Governors agreed to delegate the management and control of all data to the Headteacher in their role, and as the only Governor permitted to use the data. They agreed that they would not put any data pertaining to Governing Body areas of responsibility on any other computer.
- 2.2. Staff and Student data is held on the school network which is not accessible to the students
- 2.3. School staff will not allow unauthorised persons access to areas of the network on which student or staff data is held. These include the SIMS database and shared drives/cloud storage areas. Student data will not be transferred to any shared areas, outside shared staff drives, by any member of staff
- 2.4. The current data protection legislation will take precedence over any Freedom of Information request and therefore data will not be released under this act to a Third party
- 2.5. Parents and students have a right of access to any data held electronically about themselves or their children. Staff have a similar right of access to their own data
- 2.6. The persons mainly involved in safeguarding the integrity of the data are:
 - 2.6.1. The Headteacher
 - 2.6.2. The Network manager
 - 2.6.3. The SIMS Manager
 - 2.6.4. The Examinations and Data Officers
 - 2.6.5. The Headteacher's PA
- 2.7. The aim of this policy is to provide a set of guidelines to enable staff, parents and pupils to understand how staff, parents and pupils can access personal data and other information held by schools, under the Freedom of information Act., and to outline the process of responding to enquiries for other information is also legal under the Freedom of Information Act 2000 (in force from 1st January 2005).

3. Guidelines

- 3.1. Under the Freedom of Information Act 2000, all schools should have a 'publication scheme', essentially a formal list of the types of non-personal information which the school produces or holds, and which is readily accessible to staff, pupils and parents or other enquirers.
- 3.2. The publication scheme for Nailsea School is an appendix to this policy, and is posted on the Academy pages of the website.

4. Procedures

- 4.1. The Freedom of Information Act came into force on 1st January 2005. Under this Act, all schools may receive a written, emailed or in the case of environmental requests, a verbal request for the information which they hold or publish.
- 4.2. Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in the school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under Freedom of Information Act, but unlike Freedom of information requests, they do not need to be written and can be verbal.
- 4.3. Any requests for information should be made in the first instance, for the attention of the Headteachers P.A.
- 4.4. There is a requirement to respond within 20 working days of a request, in writing regardless of whether the request was made verbally or in writing, telling the requester whether you hold any information.
- 4.5. A charge may be levied to cover the costs involved in searching for and producing the requested information.
- 4.6. If the information is published by another organisation (for example, Ofsted reports, DfE leaflets) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct (for example, a copy of the summary of an Ofsted report, spare copies of a DfE leaflet).
- 4.7. It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright – this is particularly important where the original publication was a charged item.
- 4.8. The original request will be logged, and note against this who dealt with the request and when the information was provided.
- 4.9. A refusal of any information requested must state the relevant exemption which has been applied or that the school does not hold the information, and must explain what public interest test has made if this applies.
- 4.10. Right to appeal - any complaint about the provision of information will be handled by the Headteacher or another senior member of staff. All complaints should be in writing and documented. The Publication Scheme will include information on who to contact for both enquiries and complaints. All enquirers should be advised that they may complain to the information Commissioner if they are unhappy with the way their request has been handled.

5. Review

- 5.1. This procedure will be reviewed in line with the school's Data Protection Policy every two years by the Headteacher and Chair of Resources Committee, and is next due for review in May 2020.

6. Related Documents

- 6.1. This document should be read in conjunction with the following policies/procedures in force at the time of the incident:
 - 6.1.1. Data Protection Policy

APPENDIX 1 - SCHEME OF PUBLICATIONS

- ❖ Any questions, or requests for information should be made in the first instance, for the attention of the Headteacher's P.A. – Jan Stirling, email jstirling@nailseaschool.com

- ❖ Ofsted reports
<http://www.nailseaschool.com/site/wp-content/uploads/2015/07/Inspection-Report-June-2015.pdf>

- ❖ Exam results and assessment data
<http://www.nailseaschool.com/site/results/>

- ❖ Link to performance tables
<http://www.education.gov.uk/schools/performance/index.html>

- ❖ The curriculum – please refer to curriculum pages www.nailseaschool.com

- ❖ KS4 courses – please refer to curriculum pages www.nailseaschool.com

- ❖ Behaviour Policy
<http://www.nailseaschool.com/our-school/policies>

- ❖ Information regarding Pupil Premium
<http://www.nailseaschool.com/site/pupil-premium/>

- ❖ Financial Reports and Accounts
<http://www.nailseaschool.com/our-school/academy/>

- ❖ SEN Policy
<http://www.nailseaschool.com/our-school/policies>

- ❖ Information of the school's Values and Ethos
<http://www.nailseaschool.com/site/welcome/>

- ❖ Charging Policy
<http://www.nailseaschool.com/site/policies/>