



# FREEDOM OF INFORMATION POLICY

## NEWBRIDGE-ON-WYE CHURCH- IN- WALES SCHOOL

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This Policy is based on the Powys model policy updated June 2021

Revision authorised by the Governing Body 7th July 2022

Signed

(H.A. Nixon) (Head Teacher)

(P Hobbs) (Chair)

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#### 1. Introduction

1.1 The Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") provide rights of public access to information held by public authorities. The School is a public authority.

1.2 The School will fulfil its obligations under these differing information request regimes. This includes but is not limited to:

- Publishing certain information about its activities
- Respond to requests for information
- Provide advice and assistance to those wishing to make such requests.

#### 2. Scope of the Policy

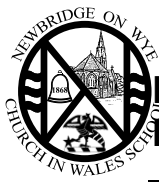
2.1 This policy applies to all recorded information held by the School and includes both paper and electronic records.

2.2 The Act also applies to any joint ventures entered into between the School and another party.

2.3 The Act also places obligations on the School to ensure that third party processors of School data are aware of their duties to support the school to fulfil their obligations.

#### 3. Responsibilities

3.1 The Head Teacher has overall responsibility for the School's compliance with the FOIA and the EIR. She is also responsible for day to day operations, but may delegate this to other staff..



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### 4. **Publication Scheme**

- 4.1 The school has adopted an FOI Publication Scheme (to be filed with this Policy) which summarises different information available about its activities.

### 5. **Requests for Information**

- 5.1 Any individuals may make a written or verbal request to the school for information under the EIR. A request under the FOIA has to be in writing

- 5.2 The contact details for submitting a request are :-

The Head Teacher, Newbridge-on-Wye School,  
Llandrindod Wells LD1 6EF,  
Tel 01597- 860273,  
Email - [office@newbridge.powys.sch.uk](mailto:office@newbridge.powys.sch.uk)

- 5.3. Requestors have the right to be informed within 20 working days whether the School holds the requested information and if so, **subject to paragraph 4 below** to receive a copy of the information.
- 5.4 There are [23 different Exemptions](#) under the FOIA and [14 different Exceptions](#) under the EIR, any of which, if they apply to the Request, may entitle the School to withhold all or part of the requested information if it is considered appropriate to do so.
- 5.5 If the School decides that it should withhold the information, the School will provide the Requestor with the following information, in written form:
- Confirmation, if appropriate, whether the requested information is held
  - Details of the Exemption under the FOIA or Exception under the EIR relied on by the School with reasons why it considers the exemption applies
  - Details of the Review procedure.

<http://www.legislation.gov.uk/ukxi/2004/3391/regulation/14>

### 6. **Fees**

- 6.1 Information made available through the Publication Scheme will be provided free of charge unless otherwise stated and in line with that Publication Scheme.
- 6.2 The School complies with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the “appropriate limit”) to process will be free of charge. If the estimated time for compliance is in excess of 18 hours then the School may refuse the request or alternatively may issue an invoice for the estimated cost. The School may require payment of the amount invoiced before it undertakes any retrieval of the requested information.



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### 7. **Internal Review and Complaints**

- 7.1 If a Requestor is dissatisfied with the School's decision or response, they should ask the School (preferably in writing) to review the matter and the School should complete the review within 20 working days.
- 7.2 Where possible the review should be undertaken by someone not previously involved in dealing with the request.
- 7.3 The review may sometimes result in a different conclusion to that of the original decision
- 7.4 Should the requestor be dissatisfied with the outcome of the internal review process then they may make a complaint to the Information Commissioner ("ICO") the regulator for FIOA and EIR matters.

The ICO can be contacted at the following address:

Information Commissioner's Office  
2nd floor  
Churchill House  
Churchill way  
Cardiff  
CF10 2HH  
Tel: 029 2067 8400  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
[www.ico.org.uk](http://www.ico.org.uk)

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