

# Freedom of Information Policy



### Management log

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Signed	Signed



Chair of the Board



CEO

### Document history

Version	Date authored	Authors	Date approved	Date issued	Comments
V1	June 2017	Helena Brooks Judi O'Leary	15 June 2017	16 June 2017	Published to ensure SHINE and its academies comply with FOI regulations
V2	October 2020	Helena Brooks	19 November 2020	20 November 2020	Reviewed to ensure a policy is in place to support SHINE and its academies duty to the FOI regulations

### Related policies

Policy	Website link
Complaints	<a href="http://www.shine-mat.com/business/">http://www.shine-mat.com/business/</a>
Equality	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
General Data Protection Regulation (GDPR)	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Publication scheme	<a href="https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf">https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf</a>

Please note that the version of this document contained at <https://www.shine-mat.com/policies/> is the only version that is maintained.

Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

**Contents**

1	Introduction.....	3
2	Scope of the policy .....	3
3	Definition of data protection terms .....	3
4	Publication scheme.....	3
5	Request of information .....	4
6	Fees.....	5
7	Internal review and complaints.....	5

## **1 Introduction**

1.1 The [Freedom of Information Act 2000 \(the Act\)](#) provides a right of public access to information held by public authorities, which includes SHINE Multi Academy Trust (SHINE).

1.2 The Board of trustees (Board) is committed to its obligations under the Act which require it to do the following:

- publish certain information about its activities
- respond to requests for information

## **2 Scope of the policy**

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

## **3 Definition of data protection terms**

3.1 The Board has overall responsibility for SHINE's compliance with the Act.

3.2 Day to day operations are the responsibility of the SHINE Multi Academy Trust team in particular company secretary, HR and marketing director and finance and business director.

## **4 Publication scheme**

4.1 The Board adopts the Information Commissioner's Office (ICO's) [publication scheme](#) it does not offer an exhaustive list of individual publications but rather a description of the classes or types of information that we are committed to publishing: who we are and what we do

- what we spend and how we spend it
- what our priorities are and how we are doing
- how we make decisions
- our policies and procedures
- lists and registers

- the services we offer

4.2 It is our policy to publish proactively as much information as we can where the information would have a wider public interest.

4.3 The publication scheme does not include information that we consider to be sensitive, such as certain types of business or personal information, or information about security matters or which comprises legal advice.

4.4 Most of our publications are available online via [website](#) or our academies<sup>1</sup>. Where publications are not available online, we provide details of how to obtain hardcopies.

## 5 Request of information

5.1 Under the terms of the act individuals may submit written request for information to individual academies or the Board.

5.2 The contact details for submitting request are as follows:

- company secretary: [clerk@shine-mat.com](mailto:clerk@shine-mat.com)
- HR and marketing director: [admin@shine-mat.com](mailto:admin@shine-mat.com)
- finance and business director: [finance@shine-mat.com](mailto:finance@shine-mat.com)

SHINE Multi Academy Trust, Whitemoor Academy, Bracknell Crescent, Whitemoor, Nottingham, NG8 5FF.

5.3 Requestors have a right to be informed within 20 working days whether the Board holds the requested information and if so, subject to paragraph 5.4 to receive a copy of the information.

5.4 There are 23 exemptions under the Act, which entitle SHINE to withhold information the Board considers is appropriate to do so. If the decision is made to withhold the information, it will provide the requestor with the following:

- confirmation, if appropriate, whether the requested information is held
- details of the appropriate exemption under the act

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<sup>1</sup> As at approval of this policy, SHINE supports five academies – Ironville and Codnor Park Primary School, Langold Dyscarr Community School, Ranskill Primary School (and Nursery), Scotholme Primary and Nursery School, and Whitemoor Academy.

- reasons why it considers the exemption applies
- details of the review procedure

**6 Fees**

6.1 Information made available through the publication scheme will be provided free of charge unless otherwise stated.

6.2 SHINE 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 Board may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice to be paid before the Board undertakes its retrieval of the requested information.

**7 Internal review and complaints**

7.1 Requestors have a right to ask for an internal review of how their request has been handled. This includes where the requested information has been withheld.

7.2 Such requests should be submitted in writing to the chair of the board c/o company secretary, Whitemoor Academy, Bracknell Crescent, Nottingham NG8 5FF or via email [clerk@shine-mat.com](mailto:clerk@shine-mat.com)

7.3 The internal review will be carried out within 20 working days of its receipt.

7.4 If the requestor is dissatisfied with the outcome of the internal review then they can appeal the decision to the ICO which oversees compliance with the Act. The ICO can investigate your claim and take action against anyone who’s misused personal data.

7.5 The ICO can be contacted at the following:

<p><a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>          Telephone: 0303 123 1113          Textphone: 01625 545860          Monday to Friday, 9am to 4:30pm</p>	<p>Information Commissioner’s Office          Wycliffe House Water Lane          Wilmslow          Cheshire          SK9 5AF</p>
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