



P17: ACCESS TO INFORMATION POLICY

RATIONALE

The following policy sets out the principles under which the Governing Body will facilitate access to information held by the school in order to comply with current legislation.

AIMS

The aim of this policy is to define what information will be shared, and how information should be requested. The policy outlines the principle legislation under which information will be made available to third parties and the approach that will be adopted by the Governing Body in response to enquiries.

GUIDELINES

A request for information may be covered by one, or all three, of the following rights:

- General Data Protection Regulation (GDPR) and former Data Protection Act 1998 – which provides for the storage and release of personal data. Subject access requests are where the enquirer asks to see what personal information is held by the school about themselves.
- Environmental Information Regulations 1992 – which relates to air, water, land, natural sites, built environment, flora and fauna, and health, and any decision and activities reflecting these issues.
- Freedom of Information Act 2000 – which provides for a general right of access to all types of recorded information held by the public authorities. This includes visual, audio and document based information as well as information stored on computers.

The Governing Body has published a policy for each piece of legislation as detailed above and it will act in accordance with those policies in order to comply with the specific legislation.

PROCEDURES

- All requests for information must be made in writing.
- All requests covered by the GDPR will be handled by the Data Protection Officer, in conjunction with other school staff where necessary.
- All other requests will be handled by the School Business Manager, in conjunction with other school staff where necessary.
- Data protection enquiries will be handled in accordance with Local Authority, DfE and Information Commissioner's Office guidance.

- Environmental Information Regulations enquiries will be handled in accordance with the DEFRA document, Guidance on the Implementation of the Environmental Regulations 1992.
- Freedom of Information enquiries (i.e. all requests that are not GDPR/Data Protection or Environmental Information Regulations enquiries), will be handled in accordance with DfE guidance and Information Commissioner's Office.

RESPONSIBILITIES

- The Headteacher will implement the policy and will ensure that all members of staff are aware of the policy and the school's responsibilities.
- The Data Protection Officer and School Business Manager will process all requests for information in accordance with this policy, seeking advice and guidance where necessary (e.g. from the school's legal advisors or ICO), and maintaining a record of all occasions when the provision of information has been refused.
- All requests under legislation named under this policy will be reported to the Governors' PAWS Committee. In addition, the school will ensure that all records are managed in accordance with the school's separate Document Retention policy.
- The ICT Network Manager will ensure that access to electronic systems containing personal information is restricted as required by specific roles.
- The Admissions/Data Officer will ensure that the school's publication scheme is made available to all prospective parents.
- Other staff and governors will direct requests for information to either the Data Protection Officer or the School Business Manager
- The Personnel Committee will ensure compliance through reviews of processing of requests, and audits if required.

REVIEW

The policy will be reviewed every two years or before if required by updated legislation.