

Freedom of Information Policy

Version No	Purpose/Change	Lead	Review Date
1.0	Introduction of revised policy	SDE	Jul 22

1. Freedom of information

The Freedom of Information Act gives the public a general right of access to information held by colleges (and other public authorities). The model publication scheme and definition document provided by the Information Commissioner’s Office (ICO) for Colleges of Further Education has been adopted by Wilberforce Sixth Form College. The College is obliged to respond in writing within 20 working days to specific requests from any individual. The College can be expected, in its response, to state whether it holds information of the type requested, and, if so, then, subject to certain exemptions (including Data Protection principles), communicate it to you.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

The Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from the ICO:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-furthereducation.pdf>

2. Information to be made available by the College

The information colleges routinely publish falls into the following categories – these have been determined by the ICO:

- 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.

Many of our publications are available in electronic format via the College's website www.wilberforce.ac.uk. If you are not able to obtain what you require from the website, please contact the College (as per the details below), stating clearly what information you require:

The Freedom of Information Officer
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD

Tel: 01482 711688

Email: enquiries@wilberforce.ac.uk.

3. Charges for information

The College may make a reasonable charge for information which is not easily available. This will amount to the cost of producing the information in the format requested and sending it, with a minimum charge of £5. Where a charge is to be made this will be notified in advance.

4. Policy references

4.1 Access to the policy

The policy statement will be published on the College's website www.wilberforce.ac.uk and on the College's SharePoint intranet site.

4.2 Quality and assurance monitoring

The Senior Leadership Team will review the policy no less than every four years.