

# Bratton Primary School



## Secure Data Handling Policy

## **SECURE DATA HANDLING POLICY**

### **FREEDOM OF INFORMATION PROCEDURES**

**This policy should be read and understood in conjunction with the following documents and policies:**

- Child Protection Policy
- Secure Data Handling Policy
- Complaints Policy
- Freedom of Information Act (2000)
- Environmental Information Regulations
- School's Publication Scheme (Appendix A)
- Freedom of Information Act Appendix 1: Procedure for Dealing with requests
- Freedom of Information Act Appendix 2: Exemptions
- Freedom of Information Act Appendix 3: Applying the Public Interest Test
- Freedom of Information Act Appendix 4: Charging

#### **Introduction**

- Bratton Primary School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

#### **Background**

- The Freedom of Information Act 2000 (Fol) came fully into force on January 1<sup>st</sup> 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.
- The information which the school routinely makes available to the public is included in the 'Publication Scheme' (Appendix A). Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.
- The Act is fully retrospective, so that any past records which the school holds are covered by the Act. The DfES has issued a 'Retention Schedule' (Appendix F of the Secure Data Handling Policy) produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records. It is an offence to willfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.
- Requests under Fol can be addressed to anyone in the school so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any

information that is held, except where exemptions apply. There is no need to collect data in specific response to a FoI enquiry. There is a time limit of 20 working days excluding school holidays for responding to the request.

### **Scope**

- The Freedom of Information Act (FoIA) joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school.
- Requests for personal data are still covered by the Data Protection Act (DPA). Individuals can request to see what information the school holds about them. This is known as a 'Subject Access Request' and form part of our Secure Data Handling Policy.
- 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 FoIA, but unlike FoIA requests, they do not need to be written and can be verbal.
- If any element of a request to the school includes personal or environmental information, these elements must be dealt with under DPA or EIR. Any other information is a request under FoIA, and must be dealt with accordingly.

### **Obligations and Duties**

The school recognises its duty to:

- provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with the procedures laid down in Appendix 1

### **Publication Scheme**

- Bratton Primary School has adopted the 'Model Publication Scheme for Schools' (Appendix A) approved by the Information Commissioner.
- The Publication Scheme and the materials it covers will be readily available on the school's web site and /or from the school office.

### **Dealing with Requests**

- We will respond to all requests in accordance with the procedures laid down in Appendix 1.
- We will ensure that all staff are aware of the procedures

### **Exemptions**

- Certain information is subject to either absolute or qualified exemptions. The exemptions are listed in Appendix 2.

- When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.
- We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

### **Public Interest Test**

- Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.
- For information on applying the Public Interest Test see Appendix 3.

### **Charging**

- As a general principle, the school will not make any charge for the provision of information requested under the Freedom of Information Regulations. However, when a request is likely to involve the school in significant costs (both in terms of staff time and/or direct costs) the school reserves the right to make a charge. Costs will be calculated in accordance with the guidance as outlined in Appendix 4.
- Where a cost is to be incurred, the enquirer will be contacted in advance to advise them of the cost and see if they wish to reduce the request for information, thereby reducing or negating the cost.
- We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450

### **Responsibilities**

- The Governing Body delegates the day-to-day responsibility for compliance with the Freedom of Information Act to the Head Teacher.

### **Complaints**

- Any comments or complaints will be dealt with through the school's normal complaints procedure.
- We will aim to determine all complaints within 5 days of receipt. We will publish information on our success rate in meeting this target. The school will maintain records of all complaints and their outcome.
- If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.
- Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution  
**Information Commissioner's Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF