

Reference Number: P84

# FREEDOM OF INFORMATION (FoI) POLICY



Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Emma Cox	VPF&R		SMT: 22/8/23 Corp: 24/8/23	Sept Every 2 years	Yes

Document Control – Revision History (Policies only)						
Author/Owner	Summary of Changes	Date	Date last reviewed by EDI	Version	Recommend to EDI Y/N	
Emma Cox	New Policy in line with requirements of the Freedom of Information Act	14/8/23	N/A	v1	N	

Initial Equality Impact Screening					
Has anyone else been consulted on this policy? Yes, Samantha Paterson					
What evidence has been used for this impact screening (e.g. related policies, publications)?					
Declaration (please tick one statement and indicate any negative impacts)					
<input checked="" type="checkbox"/>	I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.				
<input type="checkbox"/>	I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:				
	<input type="checkbox"/>	Age			
	<input type="checkbox"/>	Disability			
	<input type="checkbox"/>	Gender Reassignment			
	<input type="checkbox"/>	Race			
	<input type="checkbox"/>	Religion or belief			
	<input type="checkbox"/>	Sex			
	<input type="checkbox"/>	Sexual orientation			
	<input type="checkbox"/>	Marriage & civil partnership			
	<input type="checkbox"/>	Pregnancy & maternity			
Completed by:	Emma Cox	Position:	VPF&R	Date:	15/8/23
Reviewed by Equality & Diversity Group: YES/NO _____ If Yes: Date: _____					
I confirm that any recommended amendments have been made					
Summary of Comments including Recommendations from Equality & Diversity Group Review:					
Amended by Author:	Emma Cox	Position:	VPF&R	Date:	15/8/23

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The Freedom of Information Act 2000 (FOIA) imposes a number of obligations on public authorities, which for these purposes includes Yeovil College, to provide the public with wide rights of access to the College's records. This policy describes the ways in which the College is complying with the FOIA.

## **1. POLICY STATEMENT**

The College is committed to being open and honest in the conduct of its operations and to comply fully with the FOIA.

## **2. SCOPE**

The Policy applies to all staff, students and members of the public who wish to exercise their right to access College records. This policy should be read with reference to the Yeovil College Data Protection Policy.

## **3. POLICY**

### **3.1 Publication Scheme**

The College has adopted the model publication scheme [Scheme] developed by the Information Commissioner's Office and can be found at <sup>1</sup>.

The Scheme describes the information that a public authority publishes or intends to publish. The Scheme is not a list of the actual publications, because this will change as new materials are published or existing material is revised. It is, however, the College's commitment to make available the information described. The College will make available information it holds whether or not listed in the Scheme unless identified as not available under Exemptions section below.

### **3.1 Accessing information**

Requests for information should be made to [FOI@yeovil.ac.uk](mailto:FOI@yeovil.ac.uk) or made in writing to:

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<sup>1</sup> <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Vice Principal Finance & Resources  
Yeovil College  
Mudford Road  
Yeovil  
Somerset  
BA21 4DR

### 3.2 Timescales

The College will respond to any requests for information in accordance with the FOIA's requirement of 20 working days. In order to consider the public interest test where a qualified exemption applies, an extension of time may be applicable and the requester will be notified if an extension is necessary. In cases where there is an absolute exemption or other qualified exemption for not releasing the information the requestor will be informed of the reasons in writing within the 20 working day limit.

### 3.3 Exemptions

There will be occasions when the College will not be able to supply all the information requested in accordance as follows:

- The information is not held.
- The information is exempt under of the FOIA's exemptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website to which we have already provided a direct link.
- Where the College considers the request to be vexatious or
- If the request repeats a request from another person.
- It would be impractical or resource-intensive to prepare the material for the release.

On such occasions the College will always state the reasons why the information has been withheld.

### 3.5 Costs for Information Requests

For most requests the College will issue no charges. However, where the quantity of work required to satisfy the request exceeds reasonable limits the College will either refuse to provide the information or charge for its collation. The College will however consult with the requestor to discuss

the decision and reasons. The College will also offer advice on how the request could be modified to avoid charges or refusal. For more information on charges and the reasons for their application please see the ICO's guidance note <sup>2</sup>.

### 3.4 Complaints

If the matter cannot be resolved by the Vice Principal Finance & Resources, a formal complaint should be made following the College's Complaint procedure, please see <sup>3</sup>.

If the College is unable to resolve the complaint, the requestor can complain to the Information Commissioner, the independent body who oversees the FOIA, at

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## 4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Data Protection Policy  
Customer Feedback Policy and Procedure (including Complaints) v1  
College Main Classes of Information <sup>4</sup>

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<sup>2</sup> [https://ico.org.uk/media/1635/fees\\_cost\\_of\\_compliance\\_exceeds\\_appropriate\\_limit.pdf](https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf)

<sup>3</sup> [Customer Feedback Policy and Procedure \(including Complaints\) v1.pdf](#)

<sup>4</sup> [Classes of Information](#)