

RACHEL MADOCKS SCHOOL

Freedom of Information Policy

Statutory Policy	Yes
Review frequency	2 years
Reviewed By	Finance & Admin Assistant
Approved by	Governing Body
Date	22.1.19

Rachel Madocks School is proud of its record of success, its relationship with the community and the way on which the school is led and managed. We publish all required policies, reports and plans on our school website and make available other information that we feel may be of interest to parents, professionals and the community. All such policies and plans can be provided in printed form for parents on request.

Typically the school will be happy to provide parents with all information required as speedily as possible but as there can now be a wide range of requests from all sorts of people and agencies the Governors have agreed to follow the Information Commissioners Office guide with regard to Freedom of Information as detailed below:

Requests for Information

Please refer to our Guide to Information Available under the Freedom of Information Publication Scheme

The following policy should be followed for requests for information e.g. Freedom of Information (FOI) requests:

- When a request for information is received it should be sent to the Data Protection Officer c/o admin@rachelmadocks.hants.sch.uk
- It is the Data Protection Officers responsibility to ensure that the request isacknowledged within five working days of receipt

- Requests for information will be dealt with promptly and within 20 working days. Once received the DPO will acknowledge receipt of the request and assess whether we need additional information to respond to the request.
- If the information requested is subject to a fee under our Freedom of information act, a Fees notice will be issued to the requester. The 20 working day clock will be paused on the day the fees notice is issued and the clock will restart again the day after the fee is received.

If we are unable to provide the information requested we will transfer the request to another authority. We will inform the requester with written notification that we do not hold the requested information within the 20 working day time for compliance. The 20 working day clock is reset for the new receiving authority and will start the day after it receives the request from us.