

Heathmere



Respect Resilience High expectations

Freedom of Information Policy

Heathmere Primary School adheres in its entirety to the London Borough of Wandsworth Freedom of Information Procedure

Revised: October 2014

Freedom of Information Act

Key actions for schools

1. Establish a publication scheme.

Information and model schemes can be found on Info for Schools, within the Specialist Sections area - Governors - Roles and Responsibilities - FOI papers.

2. What should be in place

Why? Because any request for information will be covered by the Act, and you could be fined for non-compliance

Detailed guidance is available at

<http://www.teachernet.gov.uk/management/atoz/f/freedomofinformationforschools/>

Since January 2005 schools should have in place:

- At least one person has read the full guidance. That person will act as the "local expert" on FOI. The person nominated as Data Controller (see 3 below) would be a good choice.
- Staff should be aware (particularly office staff) of the implications of the Act, and the exemptions.
- Decide how much you are going to charge for supplying information.
- Have a system in place for recording requests.

3. Make sure you have a Data Protection Policy

Why? Because you need to be sure that your interpretation of FOI isn't contravening Data Protection.

Guidance and a model policy can be found on Info for Schools, within the Specialist Sections Area - ICT Information - Data Protection

Some schools may find it useful to combine training on Data Protection with FOI, especially if the issue has not been dealt with earlier.

4. Ask for help if you need it.

Mike Brooks (mbrooks@wandsworth.gov.uk) or

Andy Mead amead@wandsworth.gov.uk will be glad to help.

You will also find that <http://www.informationcommissioner.gov.uk/> is a very clear and helpful website covering FOI and Data Protection.

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