



Freedom of Information Policy

Freedom of Information Policy

1. Introduction

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which includes Sixth Form Colleges.

Carmel College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges 2009. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available.

The main classes of Information are:

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

The **Model Publication Scheme** is available via the ICO website:

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

Organisations are obliged to produce a **Guide to the Publication Scheme**: the guide for Carmel College is attached as Appendix 1 to this policy document. Material included in this Publication Scheme may occasionally need to be amended. This may be for confidentiality purposes or for reasons relating to potential invasion of privacy, commercial sensitivity, legal or medical professional privilege.

2. Access to Information

Carmel College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
- Information that would be impractical or resource-intensive to prepare for routine release.

Certain types of information (including personal data) are governed by the terms of the Data Protection Act rather than the Freedom of Information Act. More information about the

difference between Freedom of Information Act and Data Protection Act is available at the Information Commissioner's website at www.ico.org.uk . Please also note the Carmel College Data Protection Policy.

Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information. Some documents covered by the scheme are published in electronic format via the Carmel College website, others are only available in hard copy and will be provided on request.

Requests should be made in writing and a response will normally be made within 20 working days.

3. Requesting information

All requests should be clearly marked "Freedom of Information Access Request", to ensure immediate attention.

The Freedom of Information Access Request Form included in Appendix 2 of this Policy should normally be completed.

Written requests should be sent to:

Information Publications Scheme Request
Data Protection Officer
Carmel College
Prescot Road
St. Helens
WA10 3AG
Tel 01774 452200

foi@carmel.ac.uk

In the case of requests by telephone or in person, a member of College staff will help to complete the Information Request Form. You may be sent a copy of the form and asked to confirm the details by signing and returning it. This is simply to help us ensure that we have fully understood every request and to allow us to monitor our response times.

In the unlikely event that the College is unable to provide a satisfactory solution to a request, a complaint may be made via the Information Commissioner's office.

The Office of the Information Commissioner is responsible for promoting best practice and ensuring that Colleges comply with the Freedom of Information Act. The Office can be contacted at:

Office of the Information Commissioner
Wycliffe House,
Water Lane
Wilmslow,
Cheshire SK9 5AF
Tel: 01625 545700

4. Charging Policy

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so.

For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Appendix 1 Freedom of Information Policy - Carmel College

Guide to the Publication Scheme

Class of Information	Description	Range of Information	Availability
1. What we are and what we do.	<p>The section covers information relating to the way the College is organised.</p> <p>It includes information on the legal status of the College, which individual member of staff or group within the College is responsible for specific functions and where they fit in the overall structure of the College.</p> <p>In some instances information will be exempt from disclosure where it contains: personal information, information that may damage the commercial interests of the College, or that may threaten the health and safety of specific individuals.</p>	<p><u>Legal Status</u> The College was conferred by the Further and Higher Education Act of 1992 and the Education (Designated Sixth Form Colleges) (Incorporation)(England) Order 2001.</p> <p><u>College Mission</u></p> <ul style="list-style-type: none"> • Mission Statement • Vision Statement • Ethos Position Statement <p><u>College Organisation</u></p> <ul style="list-style-type: none"> • Guide to the Governing Body • Membership of the full Governing Body • College Organisational Chart • Roles of Senior Staff • Contact details for the College <p><u>Employment Activities</u></p> <ul style="list-style-type: none"> • Staff job descriptions • Staff Handbook • HR policies & procedures relating to staff 	<p>HMSO Website: (www.legislation.gov.uk/acts.htm)</p> <p>Carmel Website Carmel Website Carmel Website</p> <p>Carmel Website Carmel Website Apply to College Apply to College Carmel Website</p> <p>Apply to College Apply to College Apply to College</p>

Class of Information	Description	Range of Information	Availability
2. What we spend and how we spend it.	<p>This section covers information on the College's strategy and management of financial resources.</p> <p>Information that may damage the College's commercial interests will be excluded from publication.</p>	<p><u>Control frameworks</u></p> <ul style="list-style-type: none"> • Financial Regulations • EFA Funding Agreement • SFA Financial memorandum <p><u>Financial Performance</u></p> <ul style="list-style-type: none"> • Audited Members' report and Financial Statements • Minutes of the Governing Body committees with respect to financial updates and Financial Commentary. <p><u>Property/Resource Strategy</u></p> <ul style="list-style-type: none"> • College 3-Year Property Strategy • College IT Strategy 	<p>Apply to College Apply to College Apply to College</p> <p>Carmel Website Carmel Website</p> <p>Apply to College Apply to College</p>

Class of Information	Description	Range of Information	Availability
5. Our policies and procedures.	Policies are reviewed and updated in accordance with the College's Cycle of Review and on any changes in procedures or legislation. All policies are approved by the Corporate Management Team and relevant Governing Body Committees before final publication.	<u>Key Policies</u> <ul style="list-style-type: none"> A range of policies and procedures exist covering areas such as admissions, computer usage, data protection, equality and diversity, exams, financial, health and safety, human resources, safeguarding, students, and teaching and learning. 	Carmel Website or Apply to College

Class of Information	Description	Range of Information	Availability
6. Lists and registers.	Any information we are currently legally required to hold in currently maintained lists and registers. [It is not expected that colleges will publish all details from all asset registers.]	<ul style="list-style-type: none"> Asset Registers Disclosure Logs – FOI / data Protection Requests 	Apply to College Apply to College

Class of Information	Description	Range of Information	Availability
7. The services we offer.	This section covers information about the services we offer, including leaflets, guidance and newsletters. It does not contain any personal data as this would breach the Data protection Act 1998 and may breach s 40 of the FOI Act.	<u>Curriculum</u> <ul style="list-style-type: none"> Current academic year term dates Course information leaflets Current College Prospectus College response to the “Local Offer” College Enrichment Offer <u>Support</u> <ul style="list-style-type: none"> Guide to the Chaplaincy Library and Study centre Guide Support for Gifted and Talented Students Support for Specific learning Difficulties Examination policies and procedures Careers information and procedures Work experiences information and procedures 	Carmel Website Carmel Website Carmel Website Carmel Website Carmel Website Carmel Website Carmel Website Carmel Website Carmel Website Apply to College Apply to College Apply to College

Appendix 2



carmel college

Freedom of Information Access Request

Date Request Received (Official use only)	
Date to be Processed by (Official use only)	

Please read the College Freedom of Information Policy before completing this form. In order for us to process your request promptly please complete this form as fully as possible.

Your details

Name:

Address:

Telephone number:

Email:

Description of the information you require

Please provide a description of the information you would like the College to provide. Please provide as much detail about the information and be as concise and as clear as possible in order that we can identify and process your request promptly.

If the information you have asked for requires a fee, we will let you know on receipt of your request. If you chose to accept this fee charge, we will process your request upon receipt of payment.

Written requests should be sent to:

Freedom of Information Access Request
Data Protection Officer
Carmel College
Prescot Road
St. Helens
WA10 3AG
Tel 01774 452200

The information you provide on this form will be used to process your request. Summary information may be retained for statistical or audit purposes. By providing this information you consent to Carmel College storing your information for these purposes. Carmel College will process your data in accordance with the Data Protection Act.

Please sign and date below:

Signed

Date