

2017

# Freedom of Information Policy



Person responsible for the policy – **Company Secretary**

**Company Secretary reviewed 07/06/2017**

Reviewed and adopted by the Standards Committee on behalf of the Board on 15/06/2017



**Signed by Chair of Standards (Mr C Coverley)**

Date 15/06/2017



**Signed by CEO (Mrs J O'Leary)**

Date 15/06/2017

**This policy will be reviewed summer 2019**

## **1. Introduction**

- 1.1 The Freedom of Information Act 2000 (the Act) provides a right of public access to information held by public authorities, which includes SHINE Multi Academy Trust (SHINE).
- 1.2 The Board of Trustees (Board) is committed to its obligations under the Act which require it to do the following:
  - Publish certain information about its activities;
  - Respond to requests for information.

## **2 Scope of the policy**

- 2.1 This policy applies to all recorded information held by SHINE and includes both paper and electronic records.

## **3 Definition of data protection terms**

- 3.1 The Board has overall responsibility for SHINE's compliance with the Act.
- 3.2 Day to day operations are the responsibility of the SHINE Multi Academy Trust team in particular Company Secretary, Executive Administrator and Finance and Business Director.

## 4 Publication scheme

4.1 The Board maintains a [Publication Scheme](#) which provides information about the following;

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

4.2 The Publication Scheme is reviewed annually by the Company Secretary.

## 5 Request of information

5.1 Under the terms of the act individuals may submit written request for information to individual academies or the Board.

5.2 The contact details for submitting request are as follows:

FAO: Company Secretary, Executive Administrator or Business and Finance Director

[clerk@shine-mat.com](mailto:clerk@shine-mat.com)

[admin@shine-mat.com](mailto:admin@shine-mat.com)

[finance@shine-mat.com](mailto:finance@shine-mat.com)

SHINE Multi Academy Trust, Whitemoor Academy, Bracknel Crescent, Whitemoor, Nottingham, NG8 5FF.

5.3 Requestors have a right to be informed within 20 working days whether the Board holds the requested information and if so, subject to paragraph 5.4 to receive a copy of the information.

5.4 There are 23 exemptions under the Act, which entitle SHINE to withhold information the Board considers it is appropriate to do so. If the decision is made to withhold the information it will provide the requestor with the following:

- Confirmation, if appropriate, whether the requested information is held
- Details of the appropriate exemption under the Act
- Reasons why it considers the exemption applies
- Details of the review procedure.

## **6 Fees**

- 6.1 Information made available through the Publication Scheme will be provided free of charge unless otherwise stated.
- 6.2 SHINE complies with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the “appropriate limit”) to process will be free of charge. If the estimated time for compliance is, in excess of 18 hours then the Board may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice to be paid before the Board undertakes its retrieval of the requested information.

## **7 Internal review and complaints**

- 7.1 Requestors have a right to ask for an internal review of how their request has been handled. This includes where the requested information has been withheld.
- 7.2 Such requests should be submitted in writing to the Chair of the Board c/o Company Secretary, Whitemoor Academy, Bracknell Crescent, Nottingham NG8 5FF or via email [clerk@shine-mat.com](mailto:clerk@shine-mat.com)
- 7.3 The internal review will be carried out within 20 working days of its receipt.
- 7.4 If the requestor is dissatisfied with the outcome of the internal review then they can appeal the decision to the Information Commissioner’s Officer (ICO) which oversees compliance with the Act.

The ICO can be contacted at the following address: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF