

The Chesterfield College Group

Freedom of Information Policy



Family:	Information Governance
Reference Code:	INF05
Manager Responsible:	Data Protection Officer and Head of Compliance & BIS
Committee for Approval:	Finance and Corporate Services
Approval Date:	December 2022
Issue Date:	December 2022
Review Date:	December 2024

Impact Assessment status	In preparing the Policy, any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010, have been carefully considered. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.
Issue Number	1
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Review Date	December 2024
Originator	Data Protection Officer and Head of Compliance & BIS
Responsibility	Vice Principal Finance and Corporate Services

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Aim

As a public authority, Chesterfield College Group has a legal obligation under the Freedom of Information Act 2000 (FOIA) to provide information they hold to any who requests it, subject to certain exemptions.

This policy provides information for anyone wishing to make a request, ensures they understand how to do so, and requests are handled in accordance with the applicable data protection laws.

Scope

This policy is applicable to the Board of Governors, staff, and any third parties employed or used by Chesterfield College, all of whom will be required to read and comply with this policy. This policy is applicable to all information held by the College in electronic and paper format.

This policy and associated operating procedures apply to Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd and Recruit Unlimited Ltd.

Policy Statements

A Freedom of Information Request is a request for any recorded information held by a public authority in England, Wales, or Northern Ireland. It includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Freedom of Information Act 2000 (FOIA) gives anyone the right to ask any public sector organisation for all the recorded information they have on any subject. Anyone can make a request for information and there are no restrictions on age or nationality. The FOIA does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a public authority holds about them, they should make a data protection subject access request.

For a request to be valid under the Freedom of Information Act it must be in writing, but the requestor does not have to mention the Act or direct their request to a designated member of staff.

Anyone has the right to request information from a public authority. The College have two separate duties when responding to these requests:

- To tell the applicant whether you hold any information falling within the scope of their request; and
- To provide that information.

Any Freedom of Information Request should be responded to by the College within 20 working days.

Definitions:

Information	Files, letters, databases, reports, emails, notebooks, photographs, videos, and sound recordings.
Publication Scheme	The main types of information routinely published by the College: <ul style="list-style-type: none">• Organisational locations and contacts.• Governance.

	<ul style="list-style-type: none"> • Financial information. • Strategy and performance information. • Policy and procedures. • Lists and registers required by law/authority. • The services we offer.
Classes of information we will not include	<ul style="list-style-type: none"> • The disclosure of information 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.
Limited Exemptions	The College has a duty to confirm or deny that they have the information, but not to disclose the information.
Absolute Exemptions	Information that cannot be disclosed by the College.
Qualified Exemptions	The College must decide whether it is in the public interest to disclose the information.
Public Interest Test	A test that will assist the College when deciding whether it is in the public interest to disclose information.

Implementation

This policy will be published on the Chesterfield College Group website and all employees will have a duty to comply with any Freedom of Information Requests in the timeframe outlined. Third parties who hold information on behalf of the College must be made aware of the College's Freedom of Information Act obligations and that information may need to be disclosed.

Communication Flow

Notification of the policy and procedures will be available on the Chesterfield College Group website and intranet. Communication will form part of the induction training.

Monitoring

The Freedom of Information Policy will be reviewed regularly in line with legislative guidance. This policy should be read in conjunction with identified policy and procedures.

Associated Information and Guidance

[ICO Model Publication Scheme](#)

[ICO Guide to Freedom of Information](#)

Related Chesterfield College Group Policies and Documents

[Chesterfield College Publication Scheme](#)

[Definition document for Colleges of Further Education](#)

Information Security Policy – INF01

IT Acceptable Use Policy – INF02

Data Protection Policy - INF03

Data Classification, Handling and Disposal Policy – INF09

Environment Policy – GOV02

Staff Code of Conduct – PHR19