



Freedom of Information Statement

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by the school, subject to exemptions and conditions laid down by law.

Scope

This document applies to all information held by the school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed under the Data Protection Act 2018. Subject Access Requests for personal data can be made in line with the requirements of this legislation (see our DP Policy & SAR procedure).

Dealing with Requests

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test. Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Principal. Complaints regarding the use of this document should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this statement. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

Requests for information under this act should be made in writing and addressed to the Headteacher, Castle Hall Academy, Richard Thorpe Avenue, Mirfield, WF14 9PH.

Subject Access Requests should be made to the named Data Protection Officer for the school (see Subject Access Requests on our website under information/GDPR: <http://www.castlehall.com/documents/gdpr/>).

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk.