



DEALING WITH FREEDOM OF INFORMATION REQUESTS IN SCHOOLS!

Did you know? All information created and processed by Schools can be requested by any member of the public – including this email.

Why? because the school is subject to transparency requirements as a public authority and needs to comply with various access to information legislation.

What information is covered?

All information classed as 'held' by the schools covers recorded information including printed documents, computer files, letters, emails, photographs, and sound or video recordings. This means that schools do not need to provide information they do not collect and hold as part of their regular routines.

Personal data isn't covered under the FOI Act. If a request is received for access to personal data then this is made via a subject access request under UK GDPR.

I've received a request from a member of the public, what do I do?

You have 20 school days (or 60 working days – whichever is shorter) to respond to the request. The time starts when the school receives the request.

Extra time may be allowed if further clarification is needed from the requester.

Do we have to disclose the information?

Yes, unless any exemptions apply. These exemptions include specific criteria which needs to be satisfied in order to apply them. The school is responsible for identifying the information that cannot be disclosed. If you have an FOI request that you think may be exempt from disclosure and you need to seek further advice you can contact the Information Governance Schools Support Officer - schoolsinformationmanagement@cardiff.gov.uk

What if you do not comply?

Non-compliance with the schools legal obligations could lead to regulatory involvement from the Information Commissioner and could result in large financial penalties, decreased reputational value and lead to legal proceedings.

Have you published your FOI policy?

All schools should have their FOI policy made available to the public via your schools website.

How do I find out more?

You can contact the Information Governance Schools Support Officer for further information or advice - schoolsinformationmangement@cardiff.gov.uk.

There is also guidance and templates available on SLA online – www.cardiffeducationservices.co.uk/secure/default.aspx?logo=55