



## Freedom of Information Publication Scheme

### Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

To be reviewed annually

Next review date: May 2019

**Signed:**

A handwritten signature in blue ink, appearing to read 'D. Rollo'.

**Date: 01/05/18**

**Principal and CEO**

**Dr Rollo**

**Signed:**

A handwritten signature in blue ink, appearing to read 'K. Salthouse'.

**Date: 01/05/18**

**Head of School**

**Mrs Salthouse**

*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Member of staff responsible: Principal

### 1. General Information

The Freedom of Information Act 2000 gives the public the right to know what information councils publish and to see copies of that information. The Act requires a public authority to produce a list of all its publications, known as a Publication Scheme. This scheme is divided into categories, known as classes. It must include an explanation of how you can get the information and if there is any charge for it.

You have the right to request any information from the school, subject to certain clearly identified conditions and exclusions. Since January 1st 2005, when the Act came into force, you have also been able to request information that is not routinely published or included in our Publication Scheme. (see Appendix A) We will normally supply this information within 20 working days or tell you why not.

### 2. About Us

To access general information about the school please use our website which is regularly updated. Hard copies of information held on it are available from the school.

### 3. Complaints

If you have any comments or complaints about our approach to Freedom of Information please contact us:

E-mail: [admin@centreacademy.net](mailto:admin@centreacademy.net)

Phone: 01449 736404

Post: Centre Academy East Anglia, Church Road, Brettenham, Ipswich, Suffolk, IP7 7QR

### 4. Fees

All information on our website can be viewed and used free of charge, subject to any stated copyright conditions that may apply. Where there are significant direct costs involved in providing the information you have requested, such as photocopies, photographs, recordings and postage costs, these costs will be passed on to you. The current schedule of charges is provided below.

Category	Charges (inclusive of VAT & subject to £25 Waiver for individuals, £10 for businesses)
Postal Charge	Actual Cost
Printing or copying Charges	
A4 copy (or smaller) Monochrome	15p per sheet of paper
A4 copy (or smaller) Colour	25p per sheet of paper
A3 copy Monochrome	30p per sheet of paper
A3 copy Colour	50p per sheet of paper
Costs for electronic data transfer	
Transfer of data	£25 per hour
CD	£1 each

These charges will be waived if the total comes to less than £5 for an individual or for a business or private company.

Furthermore, if your request will take more than approximately 4 hours' worth of effort to satisfy, we may also pass on our operation costs that may run in to hundreds of pounds. Most requests can be refined to avoid incurring these additional charges. In certain cases other legislation allows us to charge for disclosing information. When this happens we will inform you at the time you make your request. All charges must be agreed and paid with the enquirer before any work begins.

## **5. Copyright and Intellectual Property Rights**

Certain information may be subject to copyright or other restrictions of use. We advise you to check with us before reproducing or republishing any document or part of any document.

We may allow commercial use of information held by the authority under the Re-Use of Public Sector Information Regulations 2005. This can apply to the re-use of public sector information, excluding that held by schools, educational establishments, archives, libraries, museums and theatres. If we do make the information available for re-use, we will do so in a transparent, non-exclusive and fair manner and for each set of data made available we will publish a standard range of fees for their re-use. The authority will retain the copyright of information and will always make it available to anyone else who wishes to use it in the same way on exactly the same terms. You can ask to re-use any information supplied to you, for example, in response to a request made under the Freedom of Information Act. We will publish a list of all information made available for reuse and the standard license terms that apply to its re-use.

## **6. Retention Policy**

Whilst a small percentage of documents are kept permanently, most are destroyed once their operational use expires.

## **7. Exemptions**

We are committed to making as much information as possible available but some necessary exemptions from disclosure are allowed under Freedom of Information law. These include information you can get easily by other means, court records, most of the more sensitive personal information, information that has been provided to us in confidence and where there are legal prohibitions on disclosure.

There are other exemptions including where vexatious or repeated requests are received, where the information is intended for future publication, where it relates to legal proceedings or law enforcement, where someone's health or safety could be harmed, where information is subject to legal privilege, where commercial interests or the conduct of public affairs might be prejudiced and for communications with royalty. We may withhold this information if there is a clear public interest in doing so. In some cases, we cannot release the information until a specific date.

## **8. Personal Information**

We will not usually give out information concerning or containing references to other individuals or third parties (other than those acting in a relevant professional capacity). However, the Freedom of Information Act does permit the release of certain personal information where this is judged to be in the public interest.

## **Appendix A**

### **Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Academy Trust without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

To specify the information which is held by the authority and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

To review and update on a regular basis the information the authority makes available under this scheme.

To produce a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public.

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **Classes of Information**

#### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

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.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

*Model publication Scheme  
Version 1.2  
20151023*

*This Policy should be read in conjunction with the following policies:*

*Privacy Notice and Data Protection Policy*

*Data Protection Data Breach Policy*

*Data Policies and Procedures*

*E- Safety (online Safeguarding Policy)*

*Data Protection – Practical Document for Staff*