

FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit of £450.
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

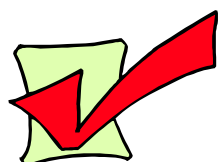
The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.



FOI MANAGER BELB