

THE ELTON HIGH SCHOOL



FREEDOM OF INFORMATION PUBLICATION SCHEME

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Person responsible	Daley Thompson

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1. Introduction

This Publication Scheme commits The Elton High School (“the School”) 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 School.

The scheme commits The Elton High School:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 School makes available under this scheme.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School 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 School 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.
- To publish the dataset within one month of the request, also if the request is complex, or due to the number of requests, within three months. We will inform the individual within one month of the receipt of the request and explain why the extension is necessary.

2. 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 School.

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.

3. The method information published under this scheme will be made available

The School 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 the School, information will be provided on our website.

Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the School 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 the School 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.

Decisions to comply with any request for information, will be informed by GDPR, the law and what is deemed to be professionally appropriate.

4. Written requests

Information held by the School 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.

5. Refusal of a request

If it is deemed that such a request for information cannot be permitted, the following steps must be taken.

- A written response will be sent to the individual (see Appendix B)
- The letter needs to set out the reasons why the request is refused.
- The letter needs to state that the person requesting the data has the right to complain to the Information Commissioner's Office (ICO) and also seek judicial remedy.

6. Contact Details

If you require a paper version of any information, or want to ask whether information is available please contact the School by telephone, email or letter. Contact details are set out below or you can visit the School website at www.weltonhigh.bury.sch.uk

Tel: 0161-763-1434
Email: eltonhigh@bury.gov.uk
Address: The Elton High School, Walshaw Road, Bury, BL8 1RN

To help us process requests quickly, any correspondence should be clearly marked "Freedom of Information Request".

Appendix A – Subject access request record

Subject access request record

Name of data subject: _____

Name of person who made request: _____

Date request received: ____/____/____

Contact DPO: ____/____/____

Date acknowledgement sent: ____/____/____

Name of person dealing with request: _____

	Notes (overwrite the statements in grey)
Are they entitled to the data?	If no reply stating reasons and/or ask for proof
Do you understand what data they are asking for?	If no, ask requestor for clarity
Identify the data.	What data sources, where are they kept
Collect the data required.	You may need to ask others - state a deadline in your request
Do you own all the data?	If no, ask third parties to release external data. If data is supplied by another agency such as the Psychology Service, we do not own the data.
Do you need to exempt/redact data?	If exempting/redacting be clear of your reasons. Document name, data exempted/redacted, why.
Is the data going to be ready in time?	Record delays and reasons. Communicate with requestor stating reasons for delay and asking if they would like the data you have collected so far.
Create pack.	Make sure that the data is in an easy to access format: paper, word, excel (csv), etc. Make a copy to keep.
Inform requestor you have the data.	Ask them how they would like it delivered.
Deliver data.	Ask for confirmation/special delivery?

At all stages, your DPO will be able to provide you with advice

Date request completed: ____/____/____
(within 30 days of request)

Signed off by: _____

Appendix B – Letter template for refusal of a request

...../...../20.....

Dear

I am writing to you to let you know your request for information from The Elton High School relating to..... requested on/...../20..... has been denied.

We have denied access to this information because

.....
.....
.....

Please be aware that if you are not satisfied with the reasons listed above, and you would like to discuss this matter further, please contact school.

In addition, you have the right to complain to the Information Commissioner’s Office (ICO) and also to seek judicial remedy, if you so wish.

Yours sincerely,

Daley Thompson

Data Manager

(thompsond@eltonhigh.bury.sch.uk)

