



FREEDOM OF INFORMATION POLICY

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1. INTRODUCTION

The Freedom of Information Act 2000 (FOI) gives rights of public access to information held by public authorities. Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which includes Sixth Form Colleges.

The information provided by the Henley College under the model publication scheme is provided on the College website and follows the guidance document provided by the Information Commissioner's Office.

Information held by the Henley College that is not published under this scheme, can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act 2000.

2. LEGAL REQUIREMENT

- 2.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 2.2 Public authorities are defined in the Act and include universities, further education colleges and sixth form colleges.

3. WHAT IS A PUBLICATION SCHEME?

- 3.1 A publication scheme is a document, which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised or amended for confidentiality purposes or for reasons relating to potential invasion of privacy, commercial sensitivity, legal or medical professional privilege. It is, however, the public authority's commitment to make available the information described.
- 3.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. ACCESS TO INFORMATION

The information colleges routinely publish falls into the following categories and these have been determined by the Information Commissioner's Office (ICO):

1. **What we are and what we do:** Organisational information – structures, locations, contacts;
2. **What we spend and how we spend it:** - Published accounts;
3. **What our priorities are and how we are doing:** Strategies and plans, performance indicators, inspections and reviews;

4. **How we make decisions:** decision making processes, records of decisions;
5. **Our policies and procedures:** current written protocols, policies and procedures for delivery of college services and responsibilities;
6. **Lists and registers:** information legally required to be held in publicly available registers and logs;
7. **The services we offer:** prospectuses, leaflets, advice and guidance, newsletters.

Exemptions to this are:

- Information already available elsewhere: If this is the case, we will, where we can, direct you to where you will find the information you are looking for;
- Information provided in confidence: You should note that certain information is supplied to use in confidence and the Act obliges us to hold these things confidentially and not to disclose them;
- Personal information: This is covered by the Data Protection Act 2018 and is only available to the individual concerned;
- Investigations and proceedings: If an investigation is ongoing it is unlikely that we will be able to let you have information until all proceedings are finalised;
- Information intended for future publications: If we intend to publish the information you want you may have to wait until it is published before you can have access to it.
- Information that the Principal of the College decides is not in the public interest to disclose.

5. REQUESTING INFORMATION

All requests should be clearly marked "Freedom of Information Access Request", to ensure immediate attention.

The Freedom of Information Access Request Form included in Appendix 2 of this Policy should normally be completed.

The College's Data Protection Officer service is not in-house but provided externally by **turn IT on**. Written requests should be sent initially to the College's data protection lead so that the request can be logged and recorded, after which it will be forwarded on to the Data Protection Officer at **turn IT on**.

Information Publications Scheme Request
Data Protection Lead
The Henley College
Deanfield Avenue
Henley-on-Thames
RG9 1UH
Tel: 01491 579988 (Reception who will direct the call)
DPO@henleycol.ac.uk

In the case of requests by telephone or in person, a member of College staff will help to complete the Information Request Form. You may be sent a copy of the form and asked to confirm the details by signing and returning it. This is simply to help us ensure that we have fully understood every request and to allow us to monitor our response times.

In the unlikely event that the College is unable to provide a satisfactory solution to a request, a complaint may be made via the Information Commissioner's office.

The Office of the Information Commissioner is responsible for promoting best practice and ensuring that Colleges comply with the Freedom of Information Act. The Office can be contacted at:

Office of the Information Commissioner
Wycliffe House,
Water Lane
Wilmslow,
Cheshire SK9 5AF
Tel: 01625 545700
Email: mail@ico.gsi.gov.uk

6. CHARGING POLICY

Printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies.

However, because of the costs involved in locating or copying what you need, the Henley College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with the Act and any other relevant legislation. Where compilation of data is in our view particularly onerous it will be our intention to charge an additional sum of £25 per person hour to cover locating documents, copying and postage (up to a maximum of £450 as defined within the Act).

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.

7. REVIEW

This policy is reviewed every two years.

APPENDIX 1 FREEDOM OF INFORMATION POLICY – THE HENLEY COLLEGE

GUIDE TO THE PUBLICATION SCHEME

<p>CLASS 1. WHAT WE ARE AND WHAT WE DO</p> <p>The section covers information relating to the way the College is organised. It includes information on the legal status of the College, which individual member of staff or group within the College is responsible for specific functions and where they fit in the overall structure of the College.</p> <p>In some instances, information will be exempt from disclosure where it contains: personal information, information that may damage the commercial interests of the College, or that may threaten the health and safety of specific individuals.</p>	
Description	Availability
<p>Legal Status The College was conferred by the Further and Higher Education Act of 1992 and the Education (Designated Sixth Form Colleges) (Incorporation) (England) Order 2001.</p> <p>College Mission</p> <ul style="list-style-type: none"> • Mission Statement <p>College Organisation</p> <ul style="list-style-type: none"> • Guide to the Governing Body • Membership of the full Governing Body • College Organisational Chart • Roles of Senior Staff • Contact details for the College <p>Employment Activities</p> <ul style="list-style-type: none"> • Staff job descriptions • HR policies & procedures relating to staff 	<p>HMSO Website: (www.legislation.gov.uk/acts.htm)</p> <p>College Internet</p> <p>College Internet College Internet Apply to College Apply to College College Internet</p> <p>Apply to College Apply to College</p>
<p>CLASS 2. WHAT WE SPEND AND HOW WE SPEND IT</p> <p>This section covers information on the College's strategy and management of financial resources. Information that may damage the College's commercial interests will be excluded from publication.</p>	
<p>Control frameworks</p> <ul style="list-style-type: none"> • Financial Regulations • ESFA Funding Agreement <p>Financial Performance</p> <ul style="list-style-type: none"> • Audited Members' report and Financial Statements • Minutes of the Governing Body committees with respect to financial updates and Financial Commentary. <p>Estates Strategy</p> <ul style="list-style-type: none"> • College Estates Strategy <p>Financial Policies</p> <ul style="list-style-type: none"> • A range of financial policies covering student finance, tendering and procurement, and insurance. 	<p>Apply to College Apply to College</p> <p>College Internet College Internet</p> <p>Apply to College</p> <p>Apply to College</p>
<p>CLASS 3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</p> <p>This section covers strategies and plans, performance indicators, audits, inspections and reviews. Information that may damage the College's commercial interests will be excluded from publication. as would any information relating to identifiable individuals.</p>	
<p>Planning</p> <p>Minutes of Governing Body committees relating to:</p> <ul style="list-style-type: none"> • College Strategic Plan • College Risk Register and Risk Management Action Plan • College Disaster Recovery Plan 	<p>College Internet Apply to College Apply to College</p>

<p>Teaching and learning</p> <ul style="list-style-type: none"> • A range of policies and procedures to assure academic quality and standards, covering areas such as assessment, exams, English and Mathematics, and student views. <p>Quality Assurance</p> <ul style="list-style-type: none"> • Whole College SAR process • Quality framework <p>Regulation and Inspection</p> <ul style="list-style-type: none"> • Ofsted Inspection Report 	<p>Apply to College</p> <p>Apply to College Apply to College</p> <p>College Internet</p>
<p>CLASS 4. HOW WE MAKE DECISIONS This section covers information about decision making processes and records of decisions.</p>	
<p>Governors</p> <ul style="list-style-type: none"> • Code of Conduct • Code of Ethics • Calendar of Governors' Meetings • Minutes of Governing Body meetings (save confidential minutes): <ul style="list-style-type: none"> ➢ Full Governing Body (Corporation) ➢ Finance & Resources ➢ Audit ➢ Governance & Search ➢ Quality & Standards • Governor Visits Protocol • Governing Body Contact Details 	<p>College Internet College Internet College Internet College Internet</p> <p>Apply to College College Internet</p>
<p>CLASS 5. OUR POLICIES AND PROCEDURES Policies are reviewed and updated in accordance with the College's Cycle of Review and on any changes in procedures or legislation. All policies are approved by the Senior Leadership Team and then the relevant Governing Body Committees before final publication.</p>	
<p>Key policies</p> <ul style="list-style-type: none"> • A range of policies and procedures exist covering areas such as admissions, computer usage, GDPR, equality and diversity, exams, financial, health and safety, human resources, safeguarding, students, and teaching and learning. 	<p>College Internet Or Apply to College</p>
<p>CLASS 6. LISTS AND REGISTERS Any information we are currently legally required to hold in currently maintained lists and registers. [It is not expected that colleges will publish all details from all asset registers.]</p>	
<ul style="list-style-type: none"> • Asset Registers • Disclosure Logs – FOI / Data Protection Requests 	<p>Apply to College Apply to College</p>
<p>CLASS 7. THE SERVICES WE OFFER This section covers information about the services we offer, including leaflets, guidance and newsletters. It does not contain any personal data as this would breach the Data Protection Act 2018 and may breach Section 40 of the FOI Act.</p>	
<p>Curriculum</p> <ul style="list-style-type: none"> • Current academic year term dates • Course information leaflets • Current College Prospectus • College Enrichment Offer <p>Support</p> <ul style="list-style-type: none"> • Library and Study Centre • Support for High Achievers • Learning Support • Examination policies and procedures <ul style="list-style-type: none"> • Careers information • Work experience 	<p>College Internet College Internet College Internet College Internet</p> <p>College Internet College Internet College Internet College Internet & Apply to College College Internet Apply to College</p>

APPENDIX 2

FREEDOM OF INFORMATION ACCESS REQUEST

Please read the College Freedom of Information Policy before completing this form. In order for us to process your request promptly, please complete this form as fully as possible.

Your details Name: Address: Telephone number: Email:

Description of the information you require Please provide a description of the information you would like the College to provide. Please provide as much detail about the information and be as concise and as clear as possible in order that we can identify and process your request promptly.
Date Request Received (Official use only)
Date to be Processed by (Official use only)

If the information you have asked for requires a fee, we will let you know on receipt of your request. If you chose to accept this fee charge, we will process your request upon receipt of payment.

Written requests should be sent to:

Freedom of Information Access Request

Data Protection Lead
The Henley College
Deanfield Avenue
Henley on Thames
RG9 1UH
Tel: 01491 579988 or Email: DPO@henelycol.ac.uk

<p>The information you provide on this form will be used to process your request. Summary information may be retained for statistical or audit purposes. By providing this information you consent to the Henley College storing your information for these purposes. The Henley College will process your data in accordance with the Data Protection Act 2018.</p> <p>Please sign and date below:</p> <p>Signed</p>

Date