Freedom of Information Policy

Aims:	• To ensure that the Trust and each Academy fosters an environment of openness about its normal business activities, in line with its community engagement aims • To fully comply with the Freedom of Information (FOI) Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations (EIR) Act 2004 • To follow best practice as laid out by the Information Commissioner's Office (ICO) in the document *Freedom of Information Good Practice Guidance* • To fully assist anyone who has made a FOI/EIR request or proposes to make a request to the Trust or an Academy to the best of our ability
Targets/ Outcomes	• Produce a publicly available publication scheme for the Trust and each individual academy. • Provide a substantive response to any request for information within 20 days of the request being received; either providing the information or explaining, as fully as possible, why there will be a delay in providing the information (including an estimated time period for the delay) or why we will not be disclosing the information • Formally record all requests for information that fall under FOI/EIR, and whether they were disclosed or not • Consult with any other Academy within the Trust, the Trust sponsor or other third party if the information requested originated from them and could impact upon their reputation or commerce
Definition:	• The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities • Freedom of Information request – is in writing (including email), has an address for reply (including email) and includes a description of the information required • Environmental Information Regulation request – all of the above, plus requests can be made via telephone
Roles and Responsibilities:	
All staff will:	• Pass any request for information stored by the Academy to the Principal's PA (or, in the case of the central Trust function, to the Trust CEO's PA) as soon as they receive it. Refer to the ICO decision tree available online • Follow the good practice guidance issued by the ICO when dealing with FoI/EIR requests • Assist anyone who has made a FoI/EIR request or proposes to make a request to the best of their ability
The PA to the Principal/CEO will:	• Monitor requests received and ensure that responses are provided in a timely and complete manner • Request reports are prepared for review with the Local Governing Body or Board of Trustees as appropriate
Governors and Trustees will:	• Monitor and review the effectiveness of the policy • Review summary of requests at termly meetings of the Board of Trustees, the Local Governing Body or appropriate sub-committee
Related Docs:	Freedom of Information Act 2000 ICO Guide to freedom of information ICO Model Freedom of Information Publication Scheme Trust Data Protection Policy

	Approval Date:	Monitored By:	Full Review Due:	Review By:
CITY OF LONDON ACADEMIES TRUST	5 July 2017 Reviewed 18 July 2018 and 11 July 2019	Trustees	July 20204	Trust, Local Governing Bodies, employees,