

Policy Name	Freedom of Information Policy
Department	College Information Services
Created by (Job Title)	CIS Director
Date Reviewed	May 2018
Date of Next Review	May 2022
Pathway	Information Systems FOI
E & D Policy Disclaimer	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic 16/04/2018.</p>

1. Policy Statement

The Bedford College Group recognises and regards the lawful and correct treatment of personal information as extremely important and is committed to treating those with whom we deal with respect and professionalism ensuring their confidence in our ability at all times.

The College fully endorses and adheres to the principles within the Freedom of Information Act 2000 and will ensure that appropriate procedures and management controls are established such that:

- The new Model Publication Scheme and definition document provided by the ICO for Colleges of Further Education has been adopted by the College with effect from 1st May 2018.
- A general right of access to all recorded information is provided.
- The subject access rights, as defined under the Data Protection Policy, are extended to all types of information requested by anyone with or without any prior relationship with the College.
- The College will charge 100% of the costs directly and reasonably incurred in notifying an individual that the information exists and associated Disbursement Costs including photocopying, postage and preferred media / format for the provision of the information.
- The College reserves the right not to comply with a request for information if it is estimated that the cost for providing such information exceeds the “appropriate limit” of £450 as stipulated by the Department for Constitutional Affairs. The costs associated with Bedford College staff undertaking the duties necessary to comply with a request under the Freedom of Information Act will be estimated at a rate of £50 per person per hour.
- The College will consider a request for information as one that is either in written or electronic format. On receipt of such a request the College will assess the request, determine if it is available, if it can be released, how long it will take to collate and issue a fees notice informing the applicant of the associated charge. If no fees are paid within three months the College reserves the right not to respond to the information request. If payment is received the College will, within twenty working days, respond to the request stating when they can expect to receive the information. The College will strive to make the information available within twenty working days but recognise that this may not always be possible and will therefore adhere to the notified estimated date.
- The College will adhere to the GDPR Data Management Policy and prevent the release of information pertaining to living individuals (except for that personal data which relates to the named individual making any such request) or that information which is already published within the public domain or has been previously made available in another format.

For further information and guidance concerning the Freedom of Information Act 2000 please either refer to the Information Commissioner website at <http://www.dataprotection.gov.uk/> or email the College's Freedom of Information Officer / Director of College Information Services at: freedomofinformation@bedford.ac.uk