

## FREEDOM OF INFORMATION POLICY

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### Mission Statement

The Mission of our school is to provide a broad and challenging education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of our school. Our main aim is to develop the self-esteem, dignity and respect of all members of the community in a celebration of each person's infinite worth in the eyes of God.

*"The Catholic school is, or should be, a unique Christian community. It brings together in one enterprise, not only the teachers and pupils, but also the parents and local Priests. It is therefore, a community, not only where the faith is taught and learned, but where it can be celebrated through well planned liturgies and lived in daily practice.*

### **1.0 Introduction**

The school's aim is to comply with the Freedom of Information Act 2000 and provide information either via the school's websites or on request within 20 working days. The overall responsibility for complying with this legislation and the data publication scheme lies with the school's Governing Board. Individual requests should be directed to the Human Resources and Data Compliance Manager. Requests must be made in writing providing the requesters name and an address at which to contact the requester. Your request will be acknowledged and this acknowledgment will state whether or not there will be a charge for providing the information. The charges will only be for the cost of copying the information and at the rates listed in the charging and remissions policy. However, where the cost is estimated to exceed £450.00 the school will inform the requester whether or not they are able to comply with the request.

### **2.0 Exemptions**

There are exemptions where the school does not have to comply with a request. This includes personal information, commercial information, information subject to legal process, and information provided in confidence. Where it is believed that the information is exempt the

requester will be informed of the exemption and of the right of appeal to the Information Commissioner's office.

### **3.0 Complaints**

If the requester feels that their request for information has not been dealt with correctly, they have the right to complain. The process for dealing with a complaint is detailed in the complaints policy.

### **4.0 Personal information**

If an individual wishes to make a request for a copy of their own personal data this should be done in reference to the data protection policy.

### **5.0 Related Policies and documents**

Data protection policy

Information and Records retention policy

Complaints policy