



ENERGY COAST UNIVERSITY TECHNICAL COLLEGE

FREEDOM OF INFORMATION (FOI) STATEMENT

Approved:

Signed:

Date: February 2017

Date for Review:

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	February 2017	MR	New
2			
3			
4			
5			

Background

The Energy Coast UTC is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by the UTC, subject to exemptions and conditions laid down by law.

Scope

This policy applies to all information held by the UTC regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act. It should be noted that access to personal information (that is information from which an individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

The UTC will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, the UTC is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. The UTC will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest.

The UTC will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test. Any request in writing will be considered a Freedom of Information request. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. The UTC reserves the right to refuse requests where the cost of locating, retrieving and editing the information would exceed the statutory maximum (currently £450). The UTC recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Relationship with the Data Protection Act 1998

The UTC is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

The UTC has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Principle of the UTC and Business Director. Complaints regarding the use of this policy should be directed to the Governing Body.