

# **FREEDOM OF INFORMATION ACT POLICY**

**Issued: May 2016**  
**Reviewed: November 2021**  
**Next Review Due: January 2024**



This policy has been written in accordance with the following policies:

- GDPR – Data Protection Impact Assessment
- GDPR – Data Retention Policy (Reviewed Mar 2021)
- GDPR – Privacy Notice Parents (Reviewed Mar 2021)
- GDPR – Privacy Notice Staff (Reviewed Mar 2021)
- GDPR – Privacy Notice Students (Reviewed Mar 2021)
- GDPR Policy (Reviewed Mar 2021)
- GDPR Subject Access Request Guidance (Reviewed Mar 2021)
- Acceptable Use of IT
- Whistleblowing

There is also a range of guidance available that can be read alongside this policy.

Statutory:

- Data Protection Act 2018
- Freedom of Information Act 2000

Non-Statutory

- [Information Commissioner's Office](#)
- Gov.uk - [Guide to the General Data Protection Regulation](#)

## **1. Introduction: What is a publication scheme is and why it has been developed?**

This publication scheme commits BDAT to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The scheme commits the Trust:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by the Academy and falls within the classifications below
- to specify the information that is held by the Academy and falls within the classifications below
- to proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update, on a regular basis, the information the Academy makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public.

## **2. Classes of Information**



**2.1 Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

**2.2 What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**2.3 What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

**2.4 How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**2.5 Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

**2.6 Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

**2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- information in draft form
- information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

**3. The method by which information published under this scheme will be made available**

BDAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, statutory information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust/ Academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.



Information will be provided in the language in which it is held or in such other language that is legally required. Where BDAT is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **4. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information, subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, including the general principles of the right of access to information held by public authorities, those that justified and are in accordance with a published schedule, or schedules of fees which is readily available to the public.

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.

#### **5. Written Requests**

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

#### **6. Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact BDAT by telephone, email or letter. Contact details are set out below or you can visit the Trust website at

Tel: 01274 909123  
Email: [info@bdat-academies.org](mailto:info@bdat-academies.org)  
Address: BDAT Office



2<sup>nd</sup> Floor Jade Building  
Albion Mills  
Albion Road  
Greengates  
Bradford  
BD10 9TQ

To help us process requests quickly, any correspondence should be clearly marked “PUBLICATION SCHEME REQUEST”.

If an Enquirer believes that the Academy has not complied with their Freedom of Information Act request, a complaint will be dealt with in the first instance under the Academy Complaints Procedure.

If the complaint remains unresolved under this Policy, the Enquirer can contact the Information Commissioner’s Office at

Tel: 0303 123 1113  
Email: [www.ico.org.uk](http://www.ico.org.uk)  
Address: Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **7. Monitoring, Evaluation and Review**

BDAT will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academies.



**Annex 1: GUIDE TO INFORMATION AVAILABLE FROM BDAT UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<b>Class 1 – Who we are and what we do</b> <b>Organisational information, structures, locations and contacts</b> This will be current information only		
Who's who on the BDAT Board and the basis of their appointment	BDAT website	No charge
Governor details in accordance with Government legislation	Academy website	No charge
Contact details for the Academy Heads/Principals (named contacts where possible with telephone number and email address (if used))	BDAT/Academy website	No charge
Academy Prospectus	Academy Website	No charge
Staffing structure	BDAT/ Academy Website	No charge
Academy session times and term dates	Academy Website	No charge
<b>Class 2 – What we spend and how we spend it</b> <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> Current and previous financial year as a minimum		
Statutory accounts	BDAT website	No charge
Annual budget plan and financial statements	BDAT website	No charge
Capitalised funding	BDAT website	No charge
Additional funding	BDAT website	No charge
Procurement and projects	BDAT website	No charge
Pay policy	BDAT website	No charge
Staffing and grading structure	BDAT website	No charge
<b>Class 3 – What our priorities are and how we are doing</b>		



Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report – Summary and Full Report</li> <li>• Examination Results</li> </ul>	Academy website	No charge
Performance Management policy and procedures adopted by the BDAT board.	BDAT website	No charge
Safeguarding policies and procedures	Academy website	No charge
<b>Class 4 – How we make decisions</b> <b>Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Academy website	No charge
<b>Class 5 – Our policies and procedures</b> <b>Current written protocols, policies and procedures for delivering our services and responsibilities</b> Current information only		
Academy policies including: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	BDAT website	No charge
<ul style="list-style-type: none"> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	BDAT website	No charge
Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> </ul>	Academy website	No charge



Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<ul style="list-style-type: none"> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Student discipline</li> </ul>		

#### Web Address

**BDAT**

<http://www.bdat-academies.org>