



KMS 868

Freedom of Information Policy



Created By:	Deputy Principal (Finance and Corporate Services)	Review Date:	October 2017
Approved By:	Corporation	Responsibility for Review:	Deputy Principal (Finance and Corporation)
Date Approved:	22 March 2016	S:\KM Systems\KMS MAN 3	

KINGSTON MAURWARD COLLEGE FREEDOM OF INFORMATION POLICY

Scope of the policy

The Freedom of Information Act 2000 applies to all recorded information held by the College and its staff, regardless of format, storage medium and age.

The Act places the following requirements on the College:

- Information which is routinely published by the College is made available in accordance with the College's Publication Scheme;
- Information which is not covered by the Publication Scheme is made available to enquirers on request, within 20 working days, unless a valid exemption or limit applies;
- Exemptions under the Act and Regulations are applied appropriately, and in accordance with the legislation;
- A fair and efficient internal appeal system is administered ;
- A properly structured approach to managing records is in place to ensure that essential records of the College's activities are maintained in appropriate detail.

Responsibilities

The College has a legal responsibility to comply with the Act and is accountable to the Information Commissioner. The Senior Management Team member with overall responsibility for this policy is the Deputy Principal Finance & Corporate Services. The Principal has the final decision on the disclosure of information.

The College's Data Protection Officer is responsible for the day-to-day management of compliance with the Act. This includes the development of procedures, guidance and standards of good practice; their promotion to staff through training and outreach; the maintenance and periodic review of the Freedom of Information Publication Scheme; the co-ordination of responses to more difficult or complex information requests; and the provision of advice and assistance on Freedom of Information issues.

All staff have a responsibility to respond to requests for information in accordance with the Act and to provide the Data Protection Officer with all the necessary advice and assistance when requested to do so for the purpose of responding to requests for information. There are criminal penalties (a fine of up to £5,000) for any staff member concealing, amending or destroying information which has been subject to a Freedom of Information request.

How to access information

The College will make available information it holds whether or not listed in the College's Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the College's Publication Scheme. Some documents covered by the Scheme are published in electronic format via the College's website at www.kmc.ac.uk or other websites as indicated. Other documents are only available in hard copy and will be



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provided on request. Requests need to be made in writing and a response will normally be made within 20 working days.

Charging for information requested

Printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charges. The charge will comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats, plus postage if applicable. For requests relating to personal data refer to the College Data Protection Policy.

Relationship with existing policies

This policy has been formulated within the context of the following College document:
Data Protection Policy

Contacts

The contact for requests arising from this policy or the College Publication Scheme is:

Data Controller
Tel: 01305 215043
Email: dataprotection@brock.ac.uk

Complaints

The College will do everything in its power to meet enquirers' information needs. If the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



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