

DATA PROTECTION AND FREEDOM OF INFORMATION POLICY

Version		1.0	
Date		11/11/2016	
Approved by Board of Directors		09/02/2017	
Version	Date	Description	Revision author
1.0	11/11/2016	Trust Version Created	FMW (BF)

Data Protection

General Statement

Beckfoot Trust fully endorse and adhere to the principles of data protection as outlined in the Data Protection Acts 1994 and 1998. All staff involved in the collection, processing and disclosure of personal data are aware of their duties and responsibilities within these guidelines.

Under the current law, academies do **not** have a legal obligation to comply with requests for access to the educational record under the Education (Student Information) (England) Regulations. This may change or it may not. In the meantime, care will be taken to avoid breaching a student's rights under the DPA by disclosing his or her information to a parent without a sound statutory basis and without the student's consent (if they are capable of giving consent). This means we will seek the consent of the student jointly with their parents where they are aged 12 or over unless it is deemed that the student is not capable of giving consent.

Enquiries

Information about Beckfoot Trust's Data Protection Policy can be obtained from the Senior Leadership Team of each school.

Fair Obtaining and Processing

Beckfoot Trust undertake to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which data is held, the likely recipients of the data and the data subjects' right of access. Information about the use of personal data is printed on the appropriate collection form. If details are given verbally, the person collecting the data will explain the issues before collection the information.

Terms

processing Obtaining , recording or holding the information or data or carrying out a set of operations on the information or data.

data subject means an individual who is the subject of personal data or the person to whom the data relates.

personal data means data which relates to a living individual who can be identified. Addresses and telephone numbers are examples.

parent refers to the meaning given in the Education Act 1996, and includes any person who has parental responsibility for a child.

Registered Purposes

The Data Protection Act Registration entries for Beckfoot Trust are available for inspection by appointment at each school. Explanation of any codes and categories are available from the Senior Leadership Team who are the persons nominated to deal with data protection issues. Registered purposes covering the data held at the school are listed on the school's registration and data collection documents. Information held for these stated purposes will not be used for any other purpose without the data subject's consent.

Data Integrity

Beckfoot Trust undertakes to ensure that data integrity is achieved by the following methods:

- **Data Accuracy**

Data will be as accurate and up-to-date as is reasonably possible. If a data subject informs the School of a change of circumstances their computer record will be updated as soon as is practicable. Parent/Carers and Staff will be asked to check student and staff details annually. Where a subject challenges the accuracy of their data, Beckfoot Trust will immediately mark the record as potentially inaccurate. In cases of dispute, we will attempt to resolve the issue informally, but if this proves impossible, disputes will be referred to the school Senior Leadership Team (e.g. board trustees, senior management) for their judgement. If the dispute cannot be resolved at this stage, either side may see independent arbitration. Until resolved, the information will be marked and both versions will be saved.

- **Data Adequacy and Relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is held. In order to ensure compliance with this principle, the school will check records regularly for missing, irrelevant or seemingly excessive information and may contact the subjects to verify certain items of data. Records are checked for irrelevant data annually and the decisions about what can be deleted is made by the named Data Controller(s).

- **Length of Time**

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of data protection nominated officers to ensure that obsolete data is properly erased.

- **Subject Access**

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Where a request for subject access is received from a student, the school's policy is that:

- Requests from students will be processed in line with subject access requests as outlined below and the copy will be given directly to the student, unless it is clear that the student does not understand the nature of the request.
- Requests from students who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

- **Processing Subject Access Requests**

Requests for access must be made in writing.

Students, Parents/Carers or Staff may ask for a Data Subject Access form (Appendix 1), these are available from each school. Completed forms should be submitted to the school for attention of the Headteacher. Trust Schools are required to maintain Subject Access Request Register and record the information shown below.

Student/ Staff Name	Name of Person requesting information	Records requested	Date initial request received	Is £10 fee required	Date Form Posted	Date Form Received	Is Student Consent also required?	Student Consent Received	Request Approved/ Denied	Reason for refusal	Date information provided (method)
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Trust Schools should also record Police Requests and Reference Requests.

The planned date of supplying the information should not be more than 40 days from the request date. Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be the date on which sufficient information has been provided.

- **Authorised Disclosures**

Beckfoot Trust will, in general, only disclose data about individuals with their consent (or Parent/Carer Consent for Students). However, there are circumstances under which the authorised officer may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- ◆ Student data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations.
- ◆ Student data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- ◆ Student data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within the vicinity of the school.
- ◆ Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- ◆ Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the school.

Only authorised and trained staff are allowed to make external disclosures of personal data. Data used within the school by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the school who need to know the information in order to do their work. We will not disclose anything on students' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

Police Requests

Schools may receive requests from police for information about a student at the school. Information will be shared as set out in the Student Privacy Notice, any other requests will be dealt with as set out in this Policy.

A “**legal disclosure**” is the release of personal information from the computer to someone who requires the information to do his or her job within or for the organisation, provided that the purpose of that information has been registered.

An “**illegal disclosure**” is the release of information to someone who does not need it, or has no right to it, or one which falls outside the organisation's registered purposes.

Data and Computer Security

Beckfoot Trust undertake to ensure security of personal data by the following general methods (precise details cannot be revealed):

Physical Security

Appropriate building security measures are in place, such as alarms, window bars, deadlocks and computer hardware cable locks. Only authorised persons are allowed in the computer room. Disks, tapes and printouts are locked away securely when not in use. Visitors to the school are required to sign in and out, to wear identification badges whilst in the school and are, where appropriate, accompanied.

Logical Security

Security software is installed on all computers containing personal data. Only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up (i.e. security copies are taken) regularly.

Procedural Security

In order to be given authorised access to the computer, staff will have to undergo safeguarding checks. All staff are trained in their Data Protection obligations and their knowledge updated as necessary. Confidential Waste Bins or Shredders are available for the safe disposal of confidential materials.

Overall security policy for data is determined by David Horn (the Executive Headteacher of the Trust) and is monitored and reviewed regularly, especially if a security loophole or breach becomes apparent.

Please refer to the Trust Safeguarding and Child Protection Policy Appendix – eSafeguarding for e-safety guidelines.

Any queries or concerns about security of data in the school should in the first instance be addressed to the Headteacher.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as a disciplinary matter, and serious breaches could lead to dismissal.

Further details on any aspect of this policy and its implementation can be obtained from:

Also refer to

- CCTV Policy
- Trust Freedom of Information Policy & Privacy Policies
- Trust Safeguarding and Child Protection Policy



DATA SUBJECT ACCESS FORM - DATA PROTECTION ACT 1998

Please provide the following details about yourself:

Full Name	
Organisation/Relationship to Data Subject	
Address	
Telephone Number	
Email Address	

FEE

A fee of £10.00 (the current statutory maximum under the Data Protection Act 1998) is payable for each application for information. Please enclose a cheque or postal order made payable to the school you are requesting information form.

Please note that in accordance with the Freedom of Information Act 2000 a different fee structure will apply where personal information is contained in unstructured files i.e. a filing system which is not organised in a way that makes it easy to locate information about a particular individual. If your request falls within this category, you will be provided with an estimate of the cost of providing the information before the school starts any work on your behalf.

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Under the current law, academies do **not** have a legal obligation to comply with requests for access to the educational record under the Education (Pupil Information) (England) Regulations. This may change or it may not. In the meantime, care will be taken to avoid breaching a pupil's rights under the DPA by disclosing his or her information to a parent without a sound statutory basis and without the pupil's consent (if they are capable of giving consent). This means we will seek the consent of the pupil jointly with their parents where they are aged 12 or over unless it is deemed that the pupil is not capable of giving consent.

If the request includes information wholly or partly within the Educational Record, then the school will process the request within 15 school days. If requests for personal information falls wholly outside the definition of the Educational record, then the school will deal with the request within 40 calendar days. A maximum fee of £10 can be charged. The 40-day clock does not start until any fee required has been paid and the school has satisfied itself of the identity of the pupil and the location of the information requested.

1. Are you requesting information about yourself?	Yes	No
<p>If yes, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. (Please go to 3 below.)</p> <p>If not, please supply the written consent of the data subject and supply their details as follows:</p>		

Full Name			
Address			
Telephone Number			
Email Address			
Signature		Date	
Parent/Carer Signature (where applicable)		Date	
2. Please briefly explain why you are requesting this information rather than the data subject.			
3. Please describe the information you seek together with any other relevant information to help us identify the information you require. It would be helpful if you could advise the reason for the request.			
ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].			
I confirm that the information given on this application is true and I understand that the school may need more information to confirm my identity or the identity of the data subject and to locate the information that I am requesting.			
Full Name			
Signature		Date	

Please return the completed form to the relevant school FAO the Headteacher.

Please enclose the following: -

- Evidence of your identity(ies).
- Evidence of the data subject's identity (if different from (a)).
- The fee of £10.00 (cheque to be made payable to the relevant school); or
- Stamped addressed envelope for return of proof of identity/authority document.

FREEDOM OF INFORMATION

1. Background

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including

Academies. Along with Human Rights and Data Protection legislation, Freedom of Information (FOI) aims to build a culture of rights and responsibilities for citizens.

2. Right to request information

There is a legal right for any person to make a request to an Academy for access to information held by that Academy. Academies are under a duty to provide advice and assistance to anyone requesting information. Enquirers do not have to say why they want the information and the request does not have to mention FOIA.

The enquirer is entitled to be told whether the Academy holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions. There are only four reasons for not complying with a valid request for information under FOI: -

1. the information is not held
2. the cost threshold is reached
3. the request is considered vexatious or repeated
4. one or more of the exemptions apply

3. Responsibility and delegation:

The Trust Board are responsible for the maintenance and review of this scheme and policy.

The Trust Board delegates the day-to-day responsibility for the FOIA policy and the provision of advice, guidance, publicity and interpretation of the Trust's policy to Trust Schools. Trust Schools will designate a staff member to act as a single point of reference, coordinate FOIA requests and apply related policies and procedures, take a view on possibly sensitive areas, ensure all staff are aware of the policy and consider what information and training staff may need.

Trust Schools should ensure that well managed records management and information system exists in order to comply with requests. Trust Schools should publish the Publication Scheme on the school website, the Publication Scheme is set out in Appendix A.

Copies of all requests, responses and refusals will be recorded by Trust Schools on a central register.

Trust Schools should ensure that requests are dealt with in accordance with 'The Freedom of Information Act 2000, a guide for Academies and Academy Trusts' which can be downloaded from www.gov.uk website.

4. How to request information

If you would like to make a request under the FOIA, please check the Publication Scheme on the Website initially, if the information is not available on the relevant school website please:

make the request in writing (this includes email)

state the enquirer's name and correspondence address (email addresses are allowed);

describe the information requested - there must be enough information to be able to identify and locate the information.

You do not have to explain why you want the information or state that it is a FOI request, but it may help us to reply to your request more promptly if you let us know that it is a FOI request.

Requests for information should be addressed to: Trust Compliance Officer, Beckfoot Trust, Wagon Lane, Bingley. BD16 1EE or email: compliance@beckfoot.org.

5. Timeline for reply

We will do our utmost to reply to any request promptly. In any case, we will meet the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond. The response time starts from the time the request is received. Where we need to ask you for more information to enable us to answer, the 20 days' start time begins when this further information has been received.

If a qualified exemption applies and we need more time to consider the public interest test, we will reply within the 20 days stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made.

Where we have notified you that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

6. Paying for information

Information published on the Trust Schools' websites is freely available.

We aim to respond to FOIA requests free of charge. However, if your request means that we have to do incur significant costs, e.g. a significant amount of photocopying, printing, paying a large postage charge, or a request for a priced item such as some printed publications or DVDs, we will let you know the cost before fulfilling your request. Information will be charged at the actual cost of providing it (e.g. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

7. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into broad topic areas:

- **Who we are and what we do:** general information about the Trust and Trust Schools e.g. its staff, leadership and governance, information about the curriculum, school terms and events.
- **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing:** strategy and performance information e.g. Ofsted report and results of SATs
- **How we make decisions:** decisions of the leadership of the Trust Board and Trust Schools, as well as our Admissions policies.
- **Our policies and procedures:** current written policies and procedures for delivering our services and responsibilities
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the function of the Trust and its schools.
- **Services we offer** e.g. out of school clubs, extra-curricular activities, newsletters.

8. Feedback and Complaints

To make any comments about this publication scheme and policy, for further assistance, or to make a complaint, please write to:

Trust Compliance Officer, Beckfoot Trust, Wagon Lane, Bingley. BD16 1EE.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The complaint should be made in writing to:

The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire. SK9 5AF.

Appendix A

Freedom of Information Act publication scheme for academies

Adapted from the DFE Model document for the purposes of the Beckfoot Trust

Reviewed October 2016

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- The scheme commits an authority:
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- Classes of information

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

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.

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

The authority 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 a public authority, information will be provided on a 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, a public authority 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 an authority 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.

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 authority 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, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, 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.

Written requests

Information held by a public authority 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. Please refer to the Trust Freedom of Information Act Policy for details.

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Trust School websites	No Charge
Academy Funding Agreement – a link to the document on the Department for Education’s website	www.gov.uk/government/publications/funding-agreements-for-academies/funding-agreements-for-academies	No Charge
Academy Order (if applicable)	Where available. Hard copy - written request	Charge tba
School staff and structure – names of key personnel	Hard copy - written request	Charge tba
Governing body – names and contact details of the governors and the basis of their appointment	Trust School websites	No Charge
School session times, term dates and holidays	Trust School websites	No Charge
Location and contact information – address, telephone number and website	Trust School websites	No Charge
Contact details for the Principal and the Governing Body	Trust School websites	No Charge
School Prospectus	Trust School websites	No Charge
School Session times and term dates	Trust School websites	No Charge
GCSE results – a link to the data on the Department for Education’s website	www.gov.uk/government/statistics/provisional-gcse-and-equivalent-results-in-england-2014-to-2015	No Charge
Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	Beckfoot School and Hazelbeck Accounts – School Website (Beckfoot Upper Heaton will be included from January 2017; other trust schools will be included from January 2018).	<p>No Charge</p> <p>Charge TBA</p>

	Any other information – written request.	
Annual budget plan and financial statements	Budget - written request. Financial statements on the website (free)	Charge TBA
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Funding Available from the EFA website Information regarding Projects – written request.	No charge Charge TBA
Additional funding – Income generation schemes and other sources of funding.	Hard copy – written request.	Charge TBA
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy – written request.	Charge TBA
Staffing and grading structure	Hard copy – written request.	Charge TBA
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy – written request.	Charge TBA
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Finance procedures available – written request.	Charge TBA
Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	Trust School websites.	No Charge

School profile	http://www.education.gov.uk/edubase/home.xhtml (search by school)	No charge
Government supplied performance data		No charge
OFSTED report – summary and full report	http://www.education.gov.uk/schools/performance/ (search by school) http://reports.ofsted.gov.uk/ (search by school)	No charge
Performance management information	Hard copy – written request.	Charge TBA
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy – written request.	Charge TBA
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Trust School website	No charge
Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Combination of Trust School website and written requests.	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Coordinated Admission Arrangements via Bradford Council – http://www.bradford.gov.uk/bmdc/education_and_skills/schools/school_admissions/admission_arrangements.htm Current information is also available on the Trust School website, information relating to previous academic should be requested in writing.	No Charge Charge TBA
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy – written request	Charge TBA

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	See below	
<p>School policies including:</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>Some policies are available on the Trust School websites and available at no charge.</p> <p>For any not on Trust School websites please submit a written request.</p>	Charge TBA
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p> <p>Careers education</p> <p>Pupil discipline</p>	<p>Some policies are available on Trust School websites and available at no charge.</p> <p>For any not on Trust school websites please submit a written request.</p>	Charge TBA

Records management and personal data policies Information security Records retention	Hard copy – written request	Charge TBA
Information to be published	How the information can be obtained	Charge
Destruction and archive policies Data Protection policies	Hard copy – written request	Charge TBA
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	Some policies are available on Trust School websites and available at no charge. For any not on the Trust school websites please submit a written request.	Charge TBA
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Some policies are available on Trust School Websites and available at no charge. For any not on Trust School websites please submit a written request.	Charge TBA
Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Hard copy – written request	Charge TBA
Disclosure logs	Hard copy – written request	Charge TBA
Asset register	Hard copy – written request	Charge TBA
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy – written request	Charge TBA

Information to be published	How the information can be obtained	Charge
<p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Trust School Websites	No Charge
Out of school clubs	Trust School Websites	No Charge
School publications	Trust School Websites	No Charge
Services for which the Academy is entitled to recover a fee, together with those fees	Community Lettings and Teaching School – written request	Charge TBA
Leaflets, booklets and newsletters	Trust School Websites	No Charge

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Reference: DFE-00043-2014