



CORPUS CHRISTI
We are His body, living and learning as one.

FREEDOM OF INFORMATION PUBLICATION SCHEME



Saint Paul's Catholic High School
All Saints Catholic College
St Elizabeth's Catholic Primary School
St Anthony's Catholic Primary School
Ss John Fisher & Thomas More Catholic Primary School



Document Record	
Title	Freedom of Information Publication Scheme
Date	May 2019
Supersedes	None
Purpose	To ensure compliance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000
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Reviewed	Spring 2023
Next review due	Summer 2025
Date considered by CEO	June 2019
Date consulted with unions	Not required
Date adopted by CCCAT	June 2019
Date distributed	June 2019

Schools within Corpus Christi Catholic Academy Trust:

- Saint Paul's Catholic High School
- All Saints Catholic College
- St Elizabeth's Catholic Primary School
- St Anthony's Catholic Primary School
- SS John Fisher & Thomas More Catholic Primary School

This policy will be published on the Trust's website.

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1. Introduction

- i. Corpus Christi Catholic Academy Trust (referred to hereafter as the Trust) takes seriously its duties, and the duties of its employees, under the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2000. This policy sets out how the Trust meets its obligations when dealing with freedom of information requests and publicising information.
- ii. The distinctiveness of a Catholic school is lived out through the care and respect shown for each other. All staff are principally responsible for a Catholic school's ability to put into effect its ethos, aims and projects.
- iii. This policy and publication scheme complies with education and employment legislation and guidance from the Information Commissioner's Office (ICO).

2. Scope of the Policy

- i. This policy applies to all employees who work at schools within the Trust. The schools in the Trust currently consist of Saint Paul's Catholic High School, All Saints Catholic College, St Elizabeth's Catholic Primary School, St Anthony's Catholic Primary School and Ss John Fisher & Thomas More Catholic Primary School.
- ii. This policy also applies to self-employed staff, contractors, external consultants, agency staff and governors.
- iii. This policy should be read in conjunction with the Trust's Data Protection Policy.
- iv. Unless indicated otherwise, all references to "Governing Body" apply to school's Local Governing Body or Interim Management Board.

3. Principles

- i. The Trust is mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership) in the application of this policy and procedure.

4. Roles and Responsibilities

- i. Corpus Christi Catholic Academy Trust is a legal entity and is registered with the Information Commissioner's Office (ICO) as the data controller under the 2018 Act.
- ii. The Trust has delegated day to day matters regarding data protection to be dealt with by Headteachers, the School Business Managers, the HR Adviser and the Strategic Finance Officer.
- iii. The Trust has identified Marion Fletcher as the data protection officer who can be contacted at Corpus Christi House, St Anthony's Catholic Primary School, Dunkery Road, Woodhouse Park, Wythenshawe, Manchester, M22 0NT.

5. Freedom of Information Act

- i. This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Trust without further approval.
- ii. 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.
- iii. 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.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act

6. Classes of Information

- i. **Who we are and what we do.** Organisational Information, locations and contracts, constitutional and legal governance.
- ii. **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- iii. **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
- iv. **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- v. **Our Policies and procedures.** Current written protocols for delivering our functions and responsibilities.
- vi. **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- vii. **The services we offer.** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- viii. 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.

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

- i. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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.

8. Charges which may be made for information published under this scheme

- i. 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.
- ii. Material which is published and accessed on a website will be provided free of charge.
- iii. Charges may be made for information subject to a charging regime specified by Parliament.
- iv. Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information
- v. 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.
- vi. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- vii. 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.

9. Written requests

- i. 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.