

ASHTON GATE PRIMARY SCHOOL



Freedom of Information Publication Scheme Guide and Subject Access Request

The governing body is responsible for maintenance of this scheme, which was approved in December 2023.

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Ashton Gate Primary School 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 Ashton Gate Primary School.

The scheme commits Ashton Gate Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Ashton Gate Primary School and falls within the classifications below.
- To specify the information which is held by Ashton Gate Primary School 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 Ashton Gate Primary School 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 authority.

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

Ashton Gate Primary School 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 Ashton Gate Primary School, information will be provided on our 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, we 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.

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 Ashton Gate Primary School 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.

5. 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.

6. Subject Access Requests (SAR)

Legal Requirements

It is a legal requirement of the UK GDPR for an organisation to respond to a SAR. Failure to comply with a legitimate SAR request results in a risk of breaching the UK GDPR and a potential sanction by the ICO.

SARs and Freedom of Information (FOI) requests are different

- SARs relate to personal data held by an organisation
- FOIs relate to non-personal information held by the organisation

If a person mistakenly asks for a copy of their record under the FOI, contact them and clarify their request and confirm what they want a copy of. It is unacceptable to not respond to a SAR just because the person asked for it under the wrong access legislation.

SAR Process

In the event of a Subject access request the informed relevant member of staff must immediately escalate the request to their line manager. Upon receipt of this information the DPO of the school should be advised of the request for time stand purposes. It is a legal requirement that the request is to be fulfilled within 30 days of receipt.

What is required:

- All and any media, audio or visual they may hold
- All written information relating to the request, Email, letter or hand written note held on file
- All information held on MIS systems relating to the request

What is to be omitted

- Personal Information related to third parties
- Information relating to any criminal investigation
- Information that might cause harm directly or indirectly to another individual
- Information explicitly advised not to share from via third parties relating to the Police or safeguarding or like.

Once the information is collated it will be provided in the agreed format with the requestor. However, proof of identification is required and if the person has the capacity to request and receive the information. Example; A person who has parental responsibility.

Note: While parental responsibility is given to a parent at birth there may be reasons it has been withdrawn. Confirmation with the other person holding may be required to fulfil the subject access request.

The details of the subject access request will then be held on record to confirm the request was met within the timescale and audit purposes.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the Ashton Gate Primary School by telephone, email or letter. Contact details are set out below.

Email: **ashtongatep@bristol-schools.uk**

Tel: **0117 9030236**

Contact Address: **Ashton Gate Primary School School, Upton Road, Bristol, BS3 1QZ**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the Ashton Gate Primary School to ask if we have it.

Date: December 2023

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