



**NORTH SHROPSHIRE COLLEGE**

## **FREEDOM OF INFORMATION POLICY**

### **DOCUMENT CONTROL**

<b>Document owner</b>	Director of Finance & Resources
<b>Review frequency</b>	Triennially
<b>Date last reviewed</b>	January 2018
<b>Date of next review</b>	January 2021

<b>Reference number</b>	
<b>Linked documents</b>	
<b>Initial reviewing Committee</b>	Search & Governance
<b>Final approval body</b>	Board
<b>Where published</b>	Staff intranet
<b>Equality Impact Assessment</b>	Form A completed Form B not required/ completed <i>add date</i>

<b>Equality and Diversity</b>	All employees and learners will be treated equally under this Policy. Due regard will be paid to any special circumstances and learners and employees will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
<b>Impact Assessment</b>	This policy has undergone an Equality Impact Assessment (EQIA). This process considered the discriminatory or negative consequences for a particular group or sector of the community on the grounds of race, disability, gender, age, religion and belief and sexual orientation. The outcome of this EQIA is that there are no negative consequences in the case of this policy.
<b>Purpose</b>	To lay out the position in respect of Freedom of Information in respect of the college (as with all FE Colleges, under the Freedom of Information Act).  To detail what is covered under the Act, how to access it at NSC, and what to do in the event of a complaint.
<b>Scope</b>	This policy applies to all staff, students and members of the public.

## **FREEDOM OF INFORMATION POLICY**

### **The Freedom of Information Act 2000**

The Act aims to promote greater openness and accountability across the public sector, by giving a general right of public access to all types of 'recorded' information held by public authorities, which includes all further education colleges.

### **What is a publication scheme?**

A publication scheme is a document that outlines the information that the college publishes or that which will be published in the future. It is not a list of documents but a guide to the different 'classes' or types of information the college is making a formal commitment to make publicly accessible.

### **The model publication scheme for further education**

North Shropshire College has adopted version 3 of the model publication scheme prepared for the Further Education sector valid from 22 August 2013). This intends to assist the public in accessing information across the sector, excluding that which will be exempt from disclosure by the Act. Exemptions exist for various purposes; these include national security, law enforcement, commercial interests and data protection.

## **Accessing information covered by the publication scheme**

There are **seven** classes of information identified in the publication scheme. These are:

Who we are and what we do  
What we spend and how we spend it  
What our priorities are and how we are doing  
How we make decisions  
Our policies and procedures  
Lists and Registers  
The services we offer

Some documents are available via the internet. To request any other information available under the publication scheme please contact:

Mrs Suzanne Whitling  
Director of Finance  
North Shropshire College  
Shrewsbury Road  
Oswestry  
SY11 4QB

s.whitling@nsc.ac.uk

Each paper copy of a document requested is subject to an administration charge. All information requests must be answered within 20 working days. *Where the information requested is routinely available, it may be immediately accessed through the College's website or by email. Where the information needs to be posted the College will respond promptly and within five working days as a minimum. If the information needs to be viewed in College, then the College will contact the individual within five working days to arrange an appointment convenient to both parties.*

## **Information not covered by the publication scheme**

Information not made available through the publication scheme may be requested. Information requests should be made in writing to the Director of Finance at North Shropshire College. The College has 20 working days to respond to any requests. A fee may be charged, calculated according to Fees Regulations, provided by the Information Commissioner as a guideline for public authorities. Information subject to an exemption in the Act **may** not be released.

## **Responsibility for the scheme**

The Director of Finance has overall responsibility for the publication scheme at North Shropshire College.

## **Complaints and Appeals**

If you are not satisfied with the way we have handled your request or with the reasons we have given for refusing to provide information, you have the right to appeal. Questions, comments or complaints should be sent to:

Principal & Chief Executive  
North Shropshire College  
Shrewsbury Road  
Oswestry  
SY11 4QB

If we are not able to resolve your complaint to your satisfaction, please contact the Information Commissioner at:

[www.ico.gov.uk](http://www.ico.gov.uk)

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

### **Freedom of Information: Publication Scheme**

Not all information that North Shropshire College holds is accessible to members of the public, for example data covered under the General Data Protection Regulations. Personal information is not published, nor is information that is in draft form or that would compromise our planning process if it were to be disclosed. However, we aim to ensure transparency in our activities and will respond positively to your requests as far as possible.