



ALSOP HIGH SCHOOL

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## Freedom of Information

<b>Document control table</b>			
<b>Author (name &amp; job title):</b>			
<b>Version number:</b>			
<b>Date approved:</b>		November 2019	
<b>Approved by:</b>		Governing Body	
<b>Date of review:</b>		December 2021	
<b>Links to</b>			
<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note of revisions</b>
V1			

Alsop High School adopts the Freedom of Information from the Liverpool City Council.

# Freedom of Information

The Freedom of Information Act 2000 was created to provide a more open and transparent accessibility to information held by public bodies.

It states that any person can make a request, from anywhere but the request must be in writing.

- [View information on how to make a request on liverpool.gov.uk.](#)

The person requesting the information must be informed in writing by us whether or not the information is held.

## Exemptions to the law

There are [twenty three exemptions](#) which can be applied to information. These exemptions are either 'Absolute' or 'Conditional' - the latter requiring the consideration of a Public Interest Test.

The council has 20 working days to comply with the request, and all refusals must come from our information manager. If you receive a request directly this must be forwarded to [informationrequests@liverpool.gov.uk](mailto:informationrequests@liverpool.gov.uk) to ensure that the request is entered onto the iCasework case management system and actioned without delay.

There are champions across the council who act as the lead officer within their service area. Please contact [informationrequests@liverpool.gov.uk](mailto:informationrequests@liverpool.gov.uk) or call 233 0418 for details.

The act requires that the council has a [Publication Scheme](#), which provides information on what is already available to the public and what can be made available.

## Help and advice

If you require advice, help or assistance in dealing with a request or the application of exemptions, email [informationrequests@liverpool.gov.uk](mailto:informationrequests@liverpool.gov.uk) or call 233 0418.

The Information Commissioner also provides the leaflets below.

- [FOI Your Guide to Openness leaflet.](#)
- [FOI & EIR How and When to Complain leaflet.](#)
- [FOI Guidance by the ICO on Deceased Person's Data.](#)
- [FOI Guidance by the ICO on Employee Information.](#)
- [FOI Guidance by the ICO on Vexatious Requests.](#)

- [FOI Guidance by the ICO on Salary disclosure.](#)
- [FOI Guidance by the ICO on when names should be disclosed.](#)
- [FOI Guidance by the ICO on publishing minutes and agendas.](#)
- [FOI Good practice guidance No 6.](#)

## Guidance and procedures

Liverpool City Council has agreed the following guidance and procedures.

- [When the Freedom of information Act is triggered.](#)
- [FOI Guidance on Handling Requests.](#)
- [FOI Request Handling Chart.](#)
- [FOI Procedures for Actioning Requests.](#)
- [FOI Review/Appeal Handling Procedure.](#)