





# Freedom of Information Charging Policy (SS-12)

<b>Ratified by Governors:</b>	Mr R Crozier, Chair of Finance & Staffing Committee
<b>Signature:</b>	
<b>Date:</b>	17 May 2022

<b>Ratified by SLT:</b>	Mr R J King, Headteacher
<b>Signature:</b>	
<b>Date:</b>	17 May 2022

<b>Committee Responsible:</b>	Finance & Staffing
<b>Author:</b>	Mr M Smillie
<b>Compliant with Equality Scheme:</b>	Yes
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<b>Version Number:</b>	4

Version	Date	Comments	Author
01	20.06.17	No change	SBA
02	27.03.18	To be compliant with GDPR	SBA/AMO
03	02.12.19	New charge for education records	SBA/AMO
04	16.03.22	Updated to 2022 standards	MSM/AMO
05			

The right under the Freedom of Information Act (FOI) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as "the right to know", came into force for Academies on 1st January 2011.

## 1. Fee Regulations

The method of calculating charges within this policy is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

## 2. Estimating the costs of processing requests

When estimating the cost of complying with a written request for information, Cockermouth School will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person for administration staff. If specialist staff input is required the relevant hourly rate will be notified in advance. When calculating the costs to process requests, Cockermouth School cannot take account of the time taken to consider whether information is exempt under the Act.

### Where the cost to process a request is below £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying and postage) exceed £5. Where disbursement costs exceed £5, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the school can comply with the request. Disbursements costs applied by the school are shown below.

### Where the cost to process a request exceeds £450

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, the school is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour). Any request of this nature would be charged at the following rates:

- Staff costs (£25 per hour) involved in determining whether the school holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant.
- In all cases the costs must be 'reasonable'.

## 3. Campaign requests

If Cockermouth School receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

## 4. Disbursements

### Photocopies:

Black & White 10p per sheet (additional cost for producing A3)

Colour 20p per sheet (additional cost for producing A3)

**Prints from a PC:**

Black & White 10p per page (additional cost for producing A3)

Colour 20p per page (additional cost for producing A3)

**Postage:**

Actual cost of Royal Mail standard 2nd class

**Cockermouth School will not charge for:**

Providing information in an alternative format if the Equalities Act covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.

## 5. Notifying charges

- Where charges apply, Cockermouth School will notify the estimated charge to the applicant before doing any charged work.
- Where there is a significant difference between the estimated and the actual charge, Cockermouth School will notify the applicant.
- Where charges apply, the school will require payment before compiling and supplying information.
- If a charge is not paid within the specified time limit of 3 months, the information will not be supplied.

## 6. Data Protection Act (DPA) 2018 / UK General Data Protection Regulation (GDPR) 2018

Under the DPA/UKGDPR 2018, Cockermouth School will not charge an individual for requesting their personal information held by the school. These requests for information are referred to as Subject Access Requests (SARs).

However, a 'reasonable fee' will be charged if the request is 'manifestly unfounded or excessive', particularly if it is repetitive. This fee will be based on the administration cost of providing the information as follows:

- Staff labour charged at £25 per hour.
- Photocopying/printing costs charged at 10p per copy for black and white.
- Photocopying/printing costs charged at 20p per copy for colour.
- Postage charged at cost basis (record delivery or collection)

**Education Records Requests**

A parent or carer requesting a copy of their child's education record, will be charged what it costs to supply a copy of the information. It is free for a parent to view the educational record.

If a student requests a copy of their education record, they will be charged as follows:

- 1-19 pages £1.20
- 20 pages £2.00 and so on, up to a maximum of £50 for 500+ pages.

## 7. Complaints

If the applicant does not agree with the proposed fee, they can appeal through Cockermouth School's complaints procedure.

**Headteacher:**  
Mr R JKing BSc

**Chair of Governors:**  
Mr A Ward

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