Freedom of Information Policy

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| **Version** | 1.0 |
| **Date created/updated** | 8th August 2024 |
| **Ratified by** | Compliance |
| **Date ratified** | 23rd August 2024 |
| **Date issued** | September 2024 |
| **Policy review date** | 1st September 2025 |
| **Post holder responsible** | Chief Finance and Operations Officer |

**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Freedom of Information Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 23rd August 2024 and will be reviewed in September 2025.**

**Signed by Director of Emmaus Catholic MAC: J Griffin**

**Signed by CEO for Central Team: S Horan**

**This Policy relates to all Emmaus Schools.**

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# DEFINITIONS

The Company’s standard set of definitions is contained at [Definition of Terms](https://www.every.education/Open/DownloadPolicy?guid=f092e4f7-cf2c-4e5d-91e0-915b2a7ef0de&ppk=11765) – please refer to this for the latest definitions.

1. **Introduction**
	1. Legal Obligation - Section 1 of the Freedom of Information Act 2000 gives a general right of access from 1st January 2005 to recorded information held by Emmaus Catholic Multi Academy Company (the MAC), subject to certain conditions and exemptions contained in the Act. Any person making a request for information to the MAC is entitled:
* To be informed in writing whether the MAC holds the information of the description specified in the request; and
* If the MAC holds the information to have that information communicated to them.
	1. If a request for information is received at any Emmaus school, or the Central office if the information is held, it must be provided, subject to certain conditions and exemptions (check with DPO)
	2. The MAC will ensure that procedures and systems are in place to facilitate access by the public to recorded information and to this end, the MAC has adopted the Policy as specified below.
1. **Scope of the Policy**
	1. Section 19 of the Freedom of Information Act places a duty upon the MAC to have a Publication Scheme in place where it will routinely publish information about the MAC in line with the model publication scheme.
	2. Emmaus Catholic Multi Academy Company has a statutory obligation to make information that is not available as part of the Publication Scheme accessible to any members of the public upon written request.
2. **Objective**
	1. The MAC will meet its obligations under the Freedom of Information Act 2000 by:
* Actively maintaining a Publication Scheme.
* Acknowledging the rights of individuals who request information from the MAC and ensure these rights are exercised in accordance with the Act.
* Ensuring that records are managed properly, and adequate steps are taken to ensure accuracy and information is kept up to date.
1. **Achieved By**
	1. To support these objectives, the MAC will:
* Manage all records effectively following good records management practice.
* Actively publish information via the MAC/School’s website through the Publication Scheme.
* Regularly review the Publication Scheme.
* Ensure that all activities that relate to the processing of a request will comply with the Act.
* Ensure that any requests for access to information held by the MAC are handled courteously, promptly and appropriately, ensuring that the request is valid, and that information provided is clear and unambiguous.
* Ensure that all staff acting on behalf of the MAC understand their responsibilities regarding access to information under the Act, and that they receive the appropriate training/instruction and supervision so that they carry these duties out effectively and consistently and are given access to information.
* Ensure that staff are aware of the Freedom of Information Policy.
* Review this policy annually to ensure that it is still relevant, efficient and effective.
* The Policy and Procedure will be made available in other formats where necessary.
1. **Further Information**
	1. For further information, please contact the School Office / Data Protection Officer. For the MAC, please contact the CFOO ahodder@emmausmac.com
	2. Data Protection Officer for the MAC

YourIG Data Protection Officer Service

Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607