

Name of Policy:	Freedom of Information
Last Approved:	September 2017
Approved By:	SLT
Owner:	Vice Principal, Student and College Services

Request for Information about yourself

Under the terms of the Data Protection Act 1998 you are allowed to ask the college for any information held about you as an individual. If you wish to make an enquiry about data that relates to you, please make a request in writing to the IT Services Manager & Data Protection Officer.

Other requests for information

Information about college activities is generally available to the public on request according to the Freedom of Information Act 2000 and subject to the provisions of the Data Protection Act 1998. Long Road Sixth Form College has adopted the model publication scheme developed for Higher and Further Education. The scheme sets out the classes and categories of information published and these are set out below. For information about Governance please contact the Clerk to the Corporation at the college. For other information please contact the IT Services Manager & Data Protection Officer at the college.

Classes and categories of information

Who we are and what we do

This section covers information about the organisation, structures, location and contacts at the college. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Information about the way the college is governed and how decisions are made is included in this section. To see documents relating to governance, please see the Governors menu on this website.

What we spend and how we spend it

This section covers information on the Colleges' projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the College's commercial interests will be excluded from publication.

What our priorities are and how we are doing

This section covers information on the College's strategy and plans, performance indicators, audits, inspections and reviews. Information relating to individual members of staff is exempt from disclosure as this is personal information.

How we make decisions

Classes in this section cover information at a strategic level relating to the College's decision making processes and records of decisions. Information that provides specific details of the College's future plans may be exempt from disclosure where such disclosure would damage the College's commercial interests.

Our policies and procedures

This section contains information on current written protocols, policies and procedures for delivering our services and responsibilities. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

Lists and registers

This section covers information contained only in currently maintained lists and registers.

The service we offer

This section contains information about the services we offer, including leaflets, guidance and newsletters.