



LIGHTHOUSE

SCHOOLS PARTNERSHIP

FREEDOM OF INFORMATION POLICY (including Model publication scheme) Statutory

Policy Approved by the Board of Trustees

Signed: *A Haysom*

Date: 03/11/22

Name: Adele Haysom

Chair of Board of Trustees

Authorised for Issue

Signed: *Gary Lewis*

Date: 03/11/22

Name: Gary Lewis

Chief Executive

Document History

Version	Author/Owner	Drafted	Comments
1.0	Clare Sanders	Published 31 st August 2016	Based on DfE Model Policy
2.0	Clare Sanders	July 2017	Policy amended - Policy applies to LSP Central Team. Adopted by Board of Trustees 11 July 2017
3.0	Louise Malik	February 2019	Updated in line with ICO model publication scheme and guidance
4.0	Louise Malik	October 2020	Scheduled review
5.0	Louise Malik	September 2022	Scheduled review

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This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

FREEDOM OF INFORMATION POLICY

1. The Board of Trustees are required to adopt the Model publication scheme, produced by the Information Commissioner's Office (ICO), without modification. The Model publication scheme is provided as Appendix A.
2. The Board of Trustees are also required to produce a Guide to the information available from the Trust and a Schedule of charges. This is provided as Appendix B.

3. How to Request Information

- 3.1. If you require a paper version of any of the documents within the scheme, please contact the Trust by letter or email to Lighthouse Schools Partnership, St Mary's Road, Portishead, Bristol BS20 7QR (foi@lsp.org.uk).
- 3.2. To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS).
- 3.3. Any requests for Freedom of Information paperwork will be charged in line with the schedule of charges detailed in Appendix B.
- 3.4. If the information you are looking for is not detailed in the Guide to the information available (Appendix B), you can still contact the Trust. Requests should be made in by letter or email to Lighthouse Schools Partnership, St Mary's Road, Portishead, Bristol BS20 7QR (foi@lsp.org.uk), and include the enquirer's name and correspondence address with a description of the information requested.
- 3.5. On receipt of a request the designated person will:
 - 3.5.1. decide whether the Trust holds the information or whether the request should be transferred to another body if the information is not held by the Trust
 - 3.5.2. provide the information if it has already been made public
 - 3.5.3. consider whether a third party's interests might be affected by disclosure and if so consult them
 - 3.5.4. consider whether any exemptions apply and whether they are absolute or qualified. An absolute exemption means there is no obligation under the FOIA to release the requested information. A qualified exemption means that we must assess the balance of the public interest for and against disclosure. This consideration will include identifying if a request is

exempt because responding would exceed the cost limit, explaining how, or if, the request can be adapted to be below the cost limit and whether to offer to process the request at a charge (as detailed in Appendix B).

- 3.5.5. carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
 - 3.5.6. consider whether the request is vexatious or repeated.
- 3.6. Requests will be dealt with within twenty working days of receipt excluding school holidays.
 - 3.7. The FOIA covers all information held and is retrospective.
 - 3.8. The enquirer is entitled to be told whether the Trust or individual school holds the information (the duty to confirm or deny) except where certain exemptions apply.
 - 3.9. The enquirer will be informed if the information is not held.
 - 3.10. All information held by the Trust, or individual school within the Trust, must be recorded legibly.
 - 3.11. The Trust schools maintain well managed records and management information to aid the Trust to meet requests.
 - 3.12. The Trust and its schools will not wilfully conceal, damage or destroy information in order to avoid answering an enquiry.

4. Subject access request

- 4.1. Details relating to an information subject access request (SAR) made under Section 7 of the Data Protection Act 1998 (DPA) are available in the Trust's Data Protection Policy.

5. Feedback and Complaints

- 5.1. We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme, or if you require further assistance, or wish to make a complaint, then initially this should be addressed to the Chief Financial and Operating Officer via The Lighthouse Schools Partnership, St Mary's Road, Portishead, Bristol BS20 7QR.
- 5.2. If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be handled through the Trust's complaints procedure. If this still doesn't achieve a satisfactory outcome a formal complaint should be

addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or Enquiry/Information Line: 0303 123 1113
E Mail: icocasework@ico.org.uk
Website : <https://ico.org.uk/>

6. Conclusion

- 6.1. This Policy should be read in conjunction with the DfE Freedom of Information Act 2000. Adherence to these guidelines will ensure that the Trust complies with the Freedom of Information Act 2000.

<https://www.legislation.gov.uk/ukpga/2000/36/contents>