



POLICY OWNER:  
FINAL APPROVAL BY:

Chief Planning and Data Officer  
Governing Body

Policy Category:  
Approved by Policy Committee:  
Approved by Governing Body:  
Review Date:

Corporate  
May 2021  
19 July 2021  
31 July 2025

The Freedom of Information Act 2000 (FoIA) gives the public a general right to access recorded information held by public authorities including Further Education Colleges. The FoIA promotes greater accountability and openness across the public and publicly-funded sectors, thereby facilitating a better understanding of



Within 20 working days of the receipt of any request, the College must inform the applicant:

- x whether the College holds the information requested;
- x whether it is protected from disclosure under the Data Protection Act (which takes precedence over the FoIA for this purpose); and
- x whether it is considered for any other reason to be exempt from disclosure. If the information is available and not protected or considered to be exempt from disclosure it must be communicated within the 20 working day period in the format requested (electronic or hard copy).

A request is received when it is delivered to the College or to the inbox of a member of staff. Where, however, an automated 'out of office' message provides instructions on how to re-direct an email, the request is not considered to have been received until it has been delivered to the alternative address specified in that message.

In certain circumstances, the College may refuse a FoIA request:

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Refusal of vexatious and repeat requests

