



**FREEDOM OF INFORMATION POLICY**

**Adopted by Kerr Mackie Primary School Resources Committee  
on 8 May 2018**

**To be reviewed by Governors**

May 2021

**Signed by Chair of Resources Committee**

**Name:** Richard McGinn

**Signature:** 

**Date:** 8 May 2018

### **Purpose**

The purpose of this policy is to help our school towards compliance with the [Freedom of Information Act 2000](#).

### **Scope**

This policy applies to our school which is subject to the Freedom of Information Act (defined in [Schedule 1](#) of the act)

### **What we will do**

#### **Information covered by the Act**

- This is [information](#) held by our school or information processed by another organisation on our behalf.
- The right of access is to information and [datasets](#) rather than personal documents and records.

#### **Information requests**

- There are two main obligations to provide information under the Act:
- The first is to proactively publish certain information through a [Publication Scheme](#) (see below).
  - o The second is to respond to requests for information from individuals or organisations.
  - o A number of [exemptions](#) apply which may prevent the release of information (see exemptions – A Brief Guide).
  - o Information that is not recorded is not covered by the Act.
- If the requestor specifically asks for a dataset it will be supplied to them and also published on the organisations website in an open and machine readable format. It will also be maintained in the future.

#### **Publication scheme**

- There is a [model publication](#) scheme held by the ICO which will be used for this purpose
- The publication scheme will be reviewed on a regular basis to ensure it is kept up to date.
- The publication scheme will be made available to the public.
- We will explain how information in the publication scheme can be accessed.