

The Sheffield College Freedom of Information Act 2000 Publication Scheme

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| Owner: Data Protection Officer | Related Strategies: |
| Relevant to: | |

Office Use only:

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| Corporate Intranet Family: | Approval Board/Committee/Group: Executive Owner: Executive Director – Strategy and Systems Improvement | Approval/Re-approval Date: 16 November 2021 | Implementation Date: 16 November 2021 | Next Review Date: November 2022 |
| Date: | Doc Name: | | | |
| Originator: | Family: | Page 1 of 6 | | |

New Policy or Substantive Policy Review

| Version | Date | Policy Development Agreed by (<i>Executive Owner</i>) | Policy Development Author | Draft Policy Verified by | Policy Approval | Impact Assessment (<i>if applicable</i>) |
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| Rationale for new or substantive policy review | |
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

| Version | Date of Review / Revision | Description of Change | Reviewed By | Approved By (<i>Executive Owner</i>) |
|---------|---------------------------|--|-------------|--|
| 1.1 | March 2021 | Added individual's right to complain to ICO. | DPO | EDSSI |
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1. OVERVIEW

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a Subject Access Request as per the College's General Data Protection Policy.

2. ABOUT THIS POLICY

This policy has been produced as a requirement of the Information Commissioner's Office (ICO) to adopt a Model Publication Scheme.

The Model Publication Scheme and definition document provided by the ICO for colleges of Further Education (October 2008) was adopted by the College with effect from 1 January 2009.

The Model Publication Scheme provides a list of the information routinely published by colleges, which the ICO expects them to make available, unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impracticable or resource-intensive to prepare the material for routine release

The College Public Documents can be accessed from the About Us section of the College's website: <https://www.sheffcol.ac.uk/about-us/public-documents>

The ICO's Model Publication Scheme and definition document for Further Education Colleges can be downloaded from their website: www.ico.org.uk

3. INFORMATION TO BE MADE AVAILABLE BY THE COLLEGE

The information the College routinely publishes falls into the following categories – these have been determined by the ICO:

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Who we are and what we do

- Current organisational information, structures, locations, contacts and the legal framework

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit

What our priorities are and how we are doing

- Strategies and plans, performance indicators, audits, inspections and reviews

How we make decisions

- Decision-making processes and records of decisions

Our policies and procedures

- Current written protocols, policies and procedures for delivery of College services and responsibilities

Lists and registers

- Current information legally required to be held in publicly available registers and logs. Information from the College's Register of Interests and subsidiary company registers is available on request to the Clerk.
- The College is required to keep a log of Freedom of Information requests for tracking and audit purposes. This log includes; the original request, date this was made & college responses to these.

The Services we offer

- Prospectuses, leaflets, advice and guidance, newsletters

4. HOW TO OBTAIN INFORMATION

- Via the College website – <https://www.sheffcol.ac.uk/freedom-of-information>
- By e-mail to – FOIA@sheffcol.ac.uk
- In writing to –

Data Protection Officer
The Sheffield College
Granville Road
Sheffield
S2 2RL

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Individuals requesting information are asked to submit these in writing, preferably using the form appended. A response will normally be provided within 20 working days.

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Or via the ICO's website – www.ico.org.uk

Charges for information

The College may make a reasonable charge for copying information that is not available on its website. We would not normally make a charge for small amounts of copying but if the data request is substantial then we reserve the right to assess the charge and will inform the requester of the copying cost and alternative options for providing the information.

5. RESPONSIBILITIES OF THE COLLEGE

The College must produce a guide to the information on the website and/or a leaflet to cater for individuals without access to website that sets out

- The information the College will routinely make available
- How it can be accessed
- Whether a charge will be made

Timescales for producing information

- Information available should be provided when requested
- If information has to be posted it should be sent promptly and within minimum of 5 working days
- If information has to be viewed at College premises, the individual making the request should be contacted within 5 working days to make a convenient appointment

Review of the Scheme

- A review of the scheme has to take place from "time to time"
- The person responsible for the whole scheme should co-ordinate an annual review
- Individuals should be responsible for updating and making available information they hold (particularly where this is made available on line via the College website)

Procedures

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- Procedures for making sure new documents covered by the scheme are available need to be put in place
- Cross-college responsibilities must be clear

Complaints

- There must be a procedure which sets out how to make a complaint when information included in the Scheme is not made available. The College's existing complaints procedure serves this purpose.
- If an individual is not satisfied with the response to an FOI request, they should be able to raise their concerns with the Public Authority. Should these concerns not be satisfactorily resolved by the Public Authority enquirers have the right to complain to the ICO.

6. SUPPORTING/RELATED DOCUMENTS

- Freedom of Information Act Request Form

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