

RIVERSIDE PRIMARY SCHOOL AND NURSERY



FREEDOM OF INFORMATION POLICY

Updated by	Neelam Chawla
Updated when	April 25
Next Review Date	April 27 or sooner if updated by RBWM
Ratified By	Adopted from RBWM

Making a request to access information

- [Environmental information regulations policy](#)
- [Freedom of information exemptions](#)
- [Freedom of information policy](#)
- [How requests for information are monitored](#)
- [Procedure for requesting information](#)

This policy applies to all employees, elected members and our business partners.

In keeping with our objectives for openness, transparency and accountability, we have adopted a pro-disclosure position to information provision. However, when circumstances dictate, we will exercise our right to apply exemptions which may lead to some, or all, of the information requested being withheld. Note: The processing of personal information requests is governed by our Data Protection Policy, adopted through RBWM.

Riverside Primary school will inform their Data Protection Team (Satswana Ltd) and the Information Governance team at RBWM when a request for information is received so that it can be logged and monitored. Upon receipt of a written request the school has 20 working days in which to comply with the request. The clock starts ticking on the day after receipt.

The application of exemptions must not be undertaken until the Information Governance Team has been consulted. In the event that the exemption to be applied carries a public interest test, the Monitoring Officer at RBWM will ensure that this is carried out appropriately.

If it is estimated that a request will take more than 18 hours to process the school may choose to refuse the request. Under such circumstances the school has a duty to advise the requester and if appropriate assist them to narrow the focus of their request to make it smaller.

Refusal notices are only to be sent out under the guidance of the Information Governance Team. Normally there is no charge for FOI requests although the school reserves the right to do so. Charging must not be done unless the Information Governance Team has been consulted.