



Hailey Church of England  
Primary School

# **Freedom of Information Policy**

**September 2025**

## THE FREEDOM OF INFORMATION PUBLICATION SCHEME

Hailey C of E Primary is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions.

The Freedom of Information Act 2000 (FOI) came fully into force on 1st January 2005. Under the Act, any person has a legal right of access to information produced in the course of the Trust and/or its schools' work. They are entitled to be told whether the Trust or its schools hold information and to receive a copy. There are exceptions to this right to information; in particular data about living, identifiable people (personal data) continues to be covered by the General Data Protection Regulations (GDPR) and is not generally publicly available except to the "subject" of the data – that is, the person whom the data is about.

The governors are responsible for ensuring that the School comply with FOI. The governors and school will be clear and proactive about the information they will make public; each school will set out its own Publication Scheme. Hailey Primary School's Publication Scheme is shown in Appendix 1.

Each Publication Scheme will show the following

- The classes of information which we publish or intend to publish
- The manner in which the information published will be made available
- Whether the information is available free of charge or the charges applicable for providing it

Information held by the governors and school which is not published under the Publication Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the FOI Act.

## POLICY REVIEW PROCEDURE

The governors will review this policy in a 3-year cycle and assess its implementation and effectiveness. A log of requests for information under this policy will be required to be kept by the School and any logged requests will be notified to and reviewed by the DPO and reported regularly to the governors.

## ROLES AND RESPONSIBILITIES

This policy applies to all staff employed at Hailey School, and to any external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

- The governors have overall responsibility for ensuring that the school complies with all relevant data protection obligations.
- The DPO is responsible for overseeing the implementation of this policy, monitoring compliance with data protection law, and developing related policies and guidelines where applicable.
- The DPO will provide an annual report of their activities directly to the governors, and advise and make recommendations to the school on data protection issues.
- The headteacher acts as the representative of the school (the data controller) on a day-to-day basis. The Admin and Finance officer is responsible for maintaining the log of data requests under the DPA.
- The Headteacher for reporting the log when requested to the DPO.
- All staff are responsible on a day-to-day basis for:
  - Collecting, storing and processing any data in relation to this policy;

- Informing the school of any changes to their own personal data such as change of address;
- Contacting the DPO in the following circumstances:
  - With questions about the operation of the policy, data protection law, retaining or keeping personal data secure;
  - If they have concerns this policy is not being followed by anyone;
  - If they are unsure they have a legal basis to use personal data in a particular way;
  - If they need to rely on or capture consent, draft privacy notices, deal with data protection rights invoked by an individual, or transfer data outside of the EU;
  - If there has been a data breach;
  - Whenever they engage in a new activity that may affect privacy rights of individuals;
  - If they need help with any contracts or sharing personal data with third parties.
- The Headteacher and LGBs for compiling their Publication Scheme and putting in place a system for logging and managing information requests made either under their Publication Scheme or under the provisions of the Freedom of Information Act