Freedom of Information Act 2000

The Freedom of Information Act 2000 covers rights of access to information held by schools.

The legislation is designed to promote greater transparency and openness throughout the public sector.

The Office of the Information Commissioner is the enforcing body.

Members of the general public can request, and expect to receive, information held (subject to any exemptions and restrictions imposed by the Act).

St Agnes C E Primary School is therefore subject to the Freedom of Information Act 2000.

Request information

If the information you require is not listed in Freedom of Information Publication Scheme and not already accessible by other means then you need to make your request in accordance with the Freedom of Information Act 2000 guidelines.

You need to put your request in writing to The School Office Manager, St Agnes C E Primary School, Knolls Lane, Lees, Oldham OL4 5RU

What to include:

- Be as specific as possible to make it easier for us to find the information.
- Your reply address

Under the Freedom of Information Act 2000 you do not need to state a reason for your request, nor do you have to refer to the Freedom of Information Act 2000.

We have to let you know whether or not the information is held and provide you with the information (subject to fee and exemptions) within 20 working days, (this time can be extended in specific circumstances).

Requests for environmental information do not need to be in writing and are subject to exemptions under the Environment Information Regulations. These may be subject to charges in accordance with permitted charges.

Your name and contact details will be made known to school in order to process your request and monitor performance in answering your requests.

Charges

For information included in the Publication Scheme we reserve the right to make any charges in relation to any significant amounts of work or copying are involved.

For information requested outside of the Publication Scheme any charges will be calculated in accordance with the Freedom of Information Act 2000 fees regulations.

Requests made under Environmental Information Regulations may be subject to charges in accordance with permitted charges.

Our Commitment

We are committed to the implementing the provisions of the Freedom of Information Act (2000) and related legislation. This applies to all information we hold regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically.

We will offer advice and assistance to anybody who wishes to make a request. Repeated or vexatious requests for information will be refused. We will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest.

Relationship with the Data Protection Act

We are under a legal duty to protect personal data under the Data Protection Act (2018) and will carefully consider our responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, and users of our services.

Can you see all information we hold?

No, because certain information is exempted by the Freedom of Information Act 2000, for example:

- An individual's personal information
- Information about negotiations which affecting commercial interest
- Information which could affect the prevention (or investigation) of any crime or related proceedings
- Information provided in confidence

There are other restrictions on the provision of information relating to health and safety, legal professional privilege, court orders and national security.

In some cases where an exemption applies, we may apply a Public Interest Test. This involves considering whether the public interest is better served in disclosing or withholding the information.

If you need further information about your rights under the Freedom of Information Act 2000, please contact the Office of the Information Commissioners.

Information Commissioner's Office

For independent data protection and freedom of information advice;

Wycliffe House
Water Lane

Wilmslow
Cheshire, SK9 5AF

T: 03031231113

- ICO website

School Contact Information

St Agnes Cof E Primary School
Knolls Lane
Lees
Oldham
OL4 5RU

T: 0161 770 5970

Email: info@stagnes.oldham.sch.uk