



Policy on Freedom of Information

Last revision: December 2011

Reviewed Annually

DOCUMENT HISTORY

Issue No.	Consultation Detail	Date of Consultation	Approved by	Date Approved	Details of Amendment/Review
1	ICT Dept Director of Finance and Corporate Services	December 2005 – March 2006	Corporation	20.03.06	
2	SEG Corporation	January – March 2007	Corporation	14.03.07	Additional guidance on fees and charges. Annual policy review.
2.1	Principal Deputy Principal Curriculum and Quality	October 2008	Principal	08.10.08	Statement on contacting other educational institutions
2.2	ICT Dept	December 2011	ICT Dept	01.12.11	Changes to FOI Guidelines for staff

Freedom of Information

1. Introduction

The Freedom of Information Act 2000 (“the Act”) imposes a number of obligations on the College, and provides the public with a general entitlement to all information held by the College, subject to certain exemptions.

This Policy covers:-

- a. Scope of the Policy;
- b. Responsibilities;
- c. Relationship with existing Policies;
- d. Guidance;
- e. Contact details;
- f. Evaluation and Review.

2. Scope of the Policy

This Policy is relevant to all the College’s Schools and Units and to all of the staff within them including staff working for outsourced service providers.

This Policy applies to all the information the College holds in any format. Including all the information created, received and maintained by staff of the College in the course of their work.

3. Responsibilities

The College has responsibility to make its information available in accordance with the Act. Responsibility for ensuring compliance with this Policy lies with the Corporation.

The College Records Manager has day-to-day responsibilities for co-ordinating the Freedom of Information function. These responsibilities include maintaining associated Freedom of Information guidelines and promoting compliance with the provisions of these guidelines.

All staff, whether or not they create, receive or maintain information, have responsibilities under the Act. They must ensure that any request for information they receive is handled in accordance with this Policy and the College [Freedom of Information Guidelines](#). In general, staff are responsible for:-

- a. Familiarising themselves with this Policy and any associated guidelines;
- b. Providing advice and assistance to persons making requests for information;
- c. Dealing with all requests within 20 working days of receipt;
- d. Where applicable, maintaining the integrity of the Publication Scheme;
- e. Ensuring that ad-hoc information sought from other educational institutions on behalf of the College is done with the knowledge of their Director.
- f. Contacting the Records Manager when assistance is required.

Compliance with this Policy is compulsory for all staff employed by the College. A member of staff who fails to comply with the Policy may be subjected to action under the College’s disciplinary policy or competence procedure. It is the responsibility of Heads of Departments/School and their Directors to ensure that their staff are made aware of the existence of this Policy and its content.

4. Relationship with Existing Policies

This Policy has been formulated within the context of the following College documents:-

- a. [Data Protection Policy](#)
- b. [Records Management Policy](#)
- c. [Information Security Policy](#)

Compliance with this Policy will facilitate compliance with other information-related legislation, specifically the Data Protection Act 1998 and the Environmental Information Regulations 2004.

5. Guidance

The following guidance is available on the College website:-

- a. [Publication Scheme](#) – a list of documents that have been made available by the College, with details of how the information can be accessed.
- b. [Freedom of Information Guidelines](#) – a guideline for all staff on how to ensure they are acting in accordance with this policy.
- c. [External Codes of Practice and Relevant Legislation](#).
- d. [Complaints](#)

Detail of whether fees will be charged for the provision of information and the nature of any charges can be read in the guidance on [Fees and Charges for the Provision of Information](#).

If information requested is exempt from disclosure under the Freedom of Information Act 2000 the College will provide an explanation.

It may be that a request concerns the supply of personal information; such a request should be dealt with under the College [Data Protection Policy](#).

6. Contact Details

To make enquiries about this Policy please contact the Records Manager at:-

New College Durham
Framwellgate Moor
DURHAM
DH1 5ES
E-mail:- foi@newdur.ac.uk
Tel No:- 0191 375 4422

7. Evaluation and Review

This Policy will be reviewed and revised as necessary on an on-going basis to ensure it is compliant with relevant legislation.