



PLUMPTON

COLLEGE

Freedom of Information Policy

This policy has been produced to ensure compliance with the provisions of the Freedom of Information Act 2000¹. The policy incorporates the guidance from the Information Commissioner's Office (ICO); this policy applies to recorded information held by the College in any format,

SMT Assigned Owner	Deputy Principal
Document Author	Deputy Principal
Approved by	Corporation
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Frequency of review	3 years (or change of legislation)
Date of next review	Oct 26

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

1. Introduction

- 1.1. The Freedom of Information Act 2000 was designed to establish a culture of openness and transparency in public administration. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.
- 1.2. A 'public authority' is defined in the Act, and for the avoidance of doubt includes Plumpton College.
- 1.3. Requests for an individual's own personal data will normally be handled under data protection legislation (data subject access request) rather than the Freedom of Information Act. Such enquiries should therefore be made in accordance with the college's Data Protection Policy.

2. The Model Publication Scheme

- 2.1. Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. Plumpton College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges (see Appendix 1).
- 2.2. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available.
- 2.3. The main classes of Information are:
 - a. What we are and what we do
 - b. What we spend and how we spend it
 - c. What our priorities are and how we are doing
 - d. How we make decisions
 - e. Our policies and procedures
 - f. Lists and registers
 - g. The services we offer

3. Making a request for information

- 3.1. The College will consider any valid request for recorded information that it holds, subject to the exemptions set out in the Freedom of Information Act 2000
- 3.2. For a request to be considered valid under the Freedom of Information Act it must:
- Be in writing, including by email;
 - Include a name and address for correspondence (email address is sufficient);
 - Clearly set out the information required.
- 3.3. Requests should be submitted in writing to the Governance Professional at foi@plumpton.ac.uk or Plumpton College, Ditchling Road, Plumpton, BN7 3AE
- 3.4. The College will provide reasonable advice and assistance to applicants, including helping them to clarify or refine a request where necessary. General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from www.ico.org.uk

4. Responding to a request

- 4.1. The College will respond to a request promptly, and by the 20th working day following receipt of the request.
- 4.2. The response will confirm whether the requested information is held and, subject to any applicable exemption, provide that information.
- 4.3. Where the College refuses a request in whole or in part, it will explain the reason, identify any exemption relied upon, and explain the right to request an internal review and to complain to the Information Commissioner

5. Charges

- 5.1 The College may refuse a request where the estimated cost of compliance exceeds the appropriate limit set by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

5.2 Where permitted by law, the College may charge for disbursements such as printing, photocopying or postage. Any fee will be explained to the applicant in advance."

6. Exemptions

6.1. In those cases that the College considers a request to be subject to an exemption under the Freedom of Information Act, consideration will be given as to whether the information can be disclosed. This would take into account public interest, the rights of data subjects, legal and contractual obligations and issues of information access and security.

6.2. A full list of the examples can be found on the ICO website: <https://ico.org.uk/>

6.3. The College may refuse requests that are vexatious or repeated in accordance with the Freedom of Information Act 2000 and ICO guidance

7. Questions

7.1. If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please contact:

Governance Professional
Plumpton College
Ditchling Road
Plumpton
East Sussex
BN7 3AE

By email: foi@plumpton.ac.uk

8. Complaints

8.1. Applicants who are dissatisfied with the handling of their request may ask for an internal review. Requests for internal review should be submitted within 40 working days of the College's response. The College will aim to complete the internal review within 20 working days and, in exceptional cases, within 40 working days. Requests should be addressed to:

The Principal
Plumpton College

Ditchling Road
Plumpton
East Sussex
BN7 3AE
By email: complaints@plumpton.co.uk

8.2. The individual submitting the appeal has a further right to complain to the Information Commissioner if the appeal was not handled satisfactorily. The contact details to address this complaint can be found at www.ico.org.uk

Appendix 1 - Plumpton College FOI Publication Scheme

This Publication Scheme sets out Plumpton College Group's commitment to meeting its statutory duties under the Freedom of Information Act, to make information available in an open and transparent manner. The scheme sets out the information the college publishes, or intends to publish, routinely.

Who we are and what we do

Class	Description	Source	Fee
Legal Framework	Education Act 2011 Further and Higher Education Act 1992 Charities Act 2011 Learning and Skills Act 2000 Framework for auditors and reporting accountants of colleges	Legislation publicly available	n/a
	Instrument of Government and Articles of Government	Website - Policies	n/a
Organisation Structure	Senior Management Team Corporation Membership	Website Website	n/a n/a
Location and contact details	Contact details and location including map	Website	n/a
Organisations the college partners with	Our strategic partners	Website	n/a
Subsidiary company	One Garden Brighton limited	Home One Garden Brighton	n/a
Student activities	Student Union and Student Handbook	Website	n/a
Gender pay gap	Annual Gender Pay Gap reporting	Website	n/a

What we spend and how we spend it

Class	Description	Source	Fee
Financial Information	Annual Report and Accounts	Website	n/a
	Financial Regulations	Website - Policies	n/a
	Annual Report of the Audit and Risk Committee	Website – Governance Documents	n/a
	Annual Report and Review	Website	n/a
Remuneration of Senior Post Holders	Annual Report and Accounts	Website	n/a

What our priorities are and how we are doing

Class	Description	Source	Fee
Priorities	Vision Values Strategic Plan (including Strategic Priorities) Accountability agreement	Website Website – Governance documents	n/a
How we are doing	Ofsted Inspection reports External Board Report Results	Website Website – Governance documents Website	n/a

How we make decisions

Class	Description	Source	Fee
Governance	Governance structure including Terms of Reference for Committees Corporation Minutes	Website Website	n/a

Our policies and procedures

Class	Description	Source	Fee
Governance	Instrument and Articles of Government Rules and Regulation (including code of conduct for Corporation members)	College website	n/a
Academic services	Admissions policy		
Student Services	Child Protection and Safeguarding Policy Student Behaviour Management policy Student Attendance policy Student Harassment and Sexual Misconduct Policy Student Anti Bullying and Harassment Policy Supporting Students with Medical Conditions Student Misuse Supply and Possession Policy Student Handbook Fees policy		
HR	Whistleblowing Recruitment and Selection Procedure		
Other	Equality Diversity and Inclusion		
	Health and Safety		
	Complaints		
	Environmental Sustainability		
	Data Protection		

Lists and Registers

Class	Description	Source	Fee
Registers	Register of Interest	Available on request laura.holt@plumpton.ac.uk	n/a
	Freedom of Information log		

The services we offer

Class	Description	Source	Fee
Student Services	Prospectus Student Services Careers advice and guidance Financial support Additional learning support Accommodation	Website	n/a
Facilities	Facilities hire		