



Respect – Commitment – Success
Parch – Ymrywmiad – Llwyddiant

**FREEDOM OF
INFORMATION
PUBLICATION
SCHEME**

Document Version Control

Document	<i>Freedom of Information Publication Scheme</i>
Reference	<i>SD/ Freedom of Information Publication Scheme</i>
Associated Policies and Documents	<ul style="list-style-type: none">• <i>Section 19 of the Freedom of Information Act 2000</i>• <i>Freedom of Information Act – Model Publication Scheme for Schools – Circular: 09/2004</i>
Author	<i>Cardiff Local Authority</i>
Reviewer	<i>Andrew Williams</i>
Consultation	<i>Resources Committee of the Governing Body</i>
Approval	<i>Full Governing Body</i>
Date of approval	<i>September 2021</i>
Date of review	<i>September 2025</i>
Date of publication	<i>September 2021</i>
Chair of Governors	
Headteacher	

Equality Impact Assessment

Name of Policy or Procedure	Freedom of Information Publication Scheme
Date of review/approval	September 2021
Those involved in the assessment	Andrew Williams & Julie Lawrence
Protected characteristics unlikely to be impacted by the policy/procedure and reasons for drawing these conclusions (by reference to each characteristic or group of characteristics)	<ul style="list-style-type: none"> • Age • Marital status <p>Age and marital status are not identified as Special Category data within Data Protection Law. Data classified as Special Category covers race, ethnic origin, political views, religion, trade union membership, genetics, biometrics used for ID purposes, health, sex life & sexual orientation.</p>
Protected characteristics which could be impacted by the policy/procedure i.e. there is the potential for having a negative differential impact – reasons for drawing these conclusions by reference to each characteristic	<ul style="list-style-type: none"> • Race • Disability • Gender/sex • Sexual orientation • Religion/belief • Gender reassignment • Pregnancy <p>In accordance with the policy the school collects and processes Special Category data which may enable individuals with the above characteristics to be identified. The school has to have a lawful basis for processing such data and has to satisfy and document one or more of the specific conditions set out in Article 9 of the GDPR – as stated in para 3.3 of the policy this will usually be that the individual (or their parent in the case of a pupil) has consented to processing of the data.</p>
How the policy as reviewed/approved takes account of each characteristic for which there could be a negative differential impact – by reference to each of those characteristics	The policy specifies how requests should be made but it could be difficult for some individuals to make such requests because of a language barrier or a disability.
Recommended changes to mitigate against potential negative differential impacts	Addition of a sentence to Section 4 on 'How to request information' as follows:

	'If as a result of a language barrier or a disability, the individual making the request faces difficulty, the Data Protection Officer or other school staff involved in handling a request for information can provide assistance.'
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The commentary highlighted in red above has been replicated in the policy to assist the reader in locating the commentary.

Radyr Comprehensive School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the School office or on our website or by emailing enquiries@radyr.net.

We will normally confirm within 5 working* days whether or not we hold the information you request and, if we do, we will provide it within 20 working* days. ***Please note: Working days refers to term time only as contained in Freedom of Information Act Statutory Instrument 3364.**

Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

**The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

**Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Fax 01625 524510**

Email: mail@ico.gsi.gov.uk

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge.

If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' overleaf).

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque).

The time allowed for us to provide the information (20 working* days) does not include the period between the issuing of the fees notice and the receipt of the payment.

We may be unable to provide the information you request for any for the following reasons:

- We do not hold the information;
- We are applying an exemption to the disclosure;
- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).

If we are unable to provide the information we will do all we can to advise you as to how you may obtain the information elsewhere or in a different way to keep the cost down.

Radyr Comprehensive School will seek advice from the Local Authority's Information Governance Team as necessary to clarify any points or to help resolve any disputes over information requests.

Charges

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate.

For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, DVD;
- translating the information into a different language.

If as a result of a language barrier or a disability, the individual making the request faces difficulty, the Data Protection Officer or other school staff involved in handling a request for information can provide assistance.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Radyr Comprehensive School

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Tel: 02920 845100

Email: enquiries@radyr.net