



Freedom of Information Policy

Policy Monitoring, Evaluation and Review

This policy is effective for all academies within the Rushey Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

Version:	1.0
Date created:	August 2017
Author:	C Johnston
Ratified by:	Board of Trustees
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Revision History:

Version	Date	Author	Summary of Changes:
1.0	August 2017	CJO	New policy.

Freedom of Information Policy

1. Introduction

RMET, along with all other Public Authorities, must comply with the Freedom of Information Act. The Act was created as an initiative to increase openness and transparency in Government, with the Freedom of Information Act passed on 30 November 2000.

The Act obliges organisations covered by it to publish certain information about their activities and, additionally, to make any other information (with a number of statutory exceptions) available upon request.

2. Scope

This policy is intended to cover all records created in the course of the business of RMET. This includes email messages and other electronic records.

This policy applies to all RMET employees, including temporary, casual or agency staff and contractors, consultants and suppliers working for, or on behalf of, RMET.

3. Requesting information

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

Under the second provision of the Act, the right to request information, anyone may make a request in writing for recorded information held by RMET or its academies. A request for information not included already published must be made in writing to:

Email:

cjohnston@rushey-rmet.org.uk

Post:

Charlotte Johnston
RMET
Rushey Mead Academy
Melton Road
Leicester
LE4 7AN

Requests for information will be met within **20 working days** of receipt. Requests for information that require RMET to complete a public interest test will be met within **40 working days** of receipt.

4. Transferring requests for information

Should a request for information relate to Leicester City Council, RMET will acknowledge to the requester that the request relates to Leicester City Council and refer the requester to Leicester City Council, who will process this request for information, within **10 working days** of receipt.

5. Subject access requests

Requests for information by individuals for their own personal data should be handled under the subject access provisions of the Data Protection Act 1998.

6. Exemptions

The Freedom of Information Act contains 23 exemptions whereby information can be withheld. RMET may choose to withhold information if it falls within the scope of one or more of these exemptions. Where a request is made for information that includes exemptions, RMET will apply a public interest test before deciding whether to disclose the information.

Where information is withheld under an exemption RMET will, in most cases, inform the applicant as to why the information is being withheld, citing the exception.

7. Vexatious requests

The Act allows RMET to refuse any requests that have the potential to cause a disproportionate or unjustified level of disruption, irritation or distress.

Decisions on whether a request is vexatious will be taken by the Chief Executive Officer or Deputy Chief Executive Officer with the assistance of legal advice where necessary.

8. Record keeping

All Freedom of Information requests will be logged and tracked by RMET. This will aid identification of repeat, similar or vexatious requests.

9. Complaints

Applicants dissatisfied with RMET's response to a request, including appeals against decisions to withhold information, may complain through RMET's complaints procedure.

If, after exhausting RMET's complaints procedure, you are still dissatisfied with the outcome, you may refer the matter to the Information Commissioner.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.