



# KINGSLAND C.E. ACADEMY

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**Policy:** Freedom of Information  
**Ref:** P12  
**Updated by:** Kerry Sharp  
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**Signature:**

**Date:**

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## Overview

The Freedom of Information Act provides anyone - individuals or organisations - the right to request information held by the city council. They can do this by letter or email.

Information must also be published through the city council's publication scheme, which is a commitment by us to make certain information available, and a guide on how to get it.

When a Freedom of Information request is received, we must tell the applicant whether we hold the information, and must normally supply it within 20 working days in the format requested. However, we do not have to confirm or deny the existence of the information or provide it if:

- an exemption applies
- the request is vexatious
- the request is similar to a previous request
- the cost of compliance exceeds an appropriate limit.

We cannot refuse to provide information just because it is inconvenient or may prove embarrassing in any way. Nor can we presume the requester requires information other than what was asked for.

If an exemption applies, but is qualified, this means that we must decide whether the public interest in using the exemption outweighs the public interest in releasing the information.

If an applicant is unhappy with a refusal to disclose information, they can complain to the Information Commissioner's Office, after first exhausting any internal review procedure. The ICO will investigate the case and either uphold our use of an exemption or decide that the information must be disclosed.

The Act is fully retrospective and applies to all information, not just information filed since the Act came into force