



# **MORLEY COLLEGE LONDON**

## **Freedom of Information Policy**

<b>POLICY OWNER:</b>	Chief Planning and Data Officer
<b>FINAL APPROVAL BY:</b>	Governing Body
<b>Policy Category:</b>	Corporate
<b>Approved by Policy Committee:</b>	May 2021
<b>Approved by Governing Body:</b>	19 July 2021
<b>Review Date:</b>	31 July 2025

**1. Introduction, Purpose and Scope of Policy:**

The Freedom of Information Act 2000 (FoIA) gives the public a general right to access recorded information held by public authorities including Further Education Colleges. The FoIA promotes greater accountability and openness across the public and publicly-funded sectors, thereby facilitating a better understanding of

prepared and approved by the Information Commissioner.

for release on 12/22/2012 (0v)8.Dci Pc 09.005 Tc 0.0T(c)ei261 0 Td ( i)2.6 (s)-2 ( n0M( )Od( )T(a)10.6

For each class of information covered by the model publication scheme, the College will specify the information that is normally available, indicating whether it is available:

- on the College website;
- on request, in electronic form; or
- on request, in paper form.

In certain circumstances the College may make a charge to cover costs incurred in the provision of information.

Within 20 working days of the receipt of any request, the College must inform the applicant:

- x whether the College holds the information requested;
- x whether it is protected from disclosure under the Data Protection Act (which takes precedence over the FoIA for this purpose); and
- x whether it is considered for any other reason to be exempt from disclosure. If the information is available and not protected or considered to be exempt from disclosure it must be communicated within the 20 working day period in the format requested (electronic or hard copy).

A request is received when it is delivered to the College or to the inbox of a member of staff. Where, however, an automated 'out of office' message provides instructions on how to re-direct an email, the request is not considered to have been received until it has been delivered to the alternative address specified in that message.

### 9. Refusing FoIA requests:

In certain circumstances, the College may refuse a FoIA request:

Refusal where ~~8.4.1(2) (b) (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) (xiii) (xiv) (xv) (xvi) (xvii) (xviii) (xix) (xx) (xxi) (xxii) (xxiii) (xxiv) (xxv) (xxvi) (xxvii) (xxviii) (xxix) (xxx)~~

Refusal of vexatious and repeat requests

## Appendix A