

drb Ignite Multi Academy Trust

Freedom of Information Statement

drb Ignite FOI Statement _____

Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to provide learning experiences that excite children and give them the power to begin to shape their own lives.

all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale _____

The drb Ignite Multi Academy Trust takes its responsibilities with regard to the management of the requirements of the Freedom of Information Act 2000 (FOIA) very seriously.

The purpose of this Policy is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to and in particular that:

- a significant amount of routinely published information about the drb Ignite Multi Academy Trust is made available to the public as a matter of course.
- other information is readily available on request and such a request is dealt with in a timely manner
- in cases where information is covered by an exemption, consideration is given as to whether or not the information should be released.

Some information which the Trust holds may not be made public, for example personal information. The Trust is committed to ensure full compliance with GDPR Requirements.

Policy statement _____

The drb Ignite Multi Academy Trust recognises its corporate responsibility under the Act to provide a general right of access to information held. The body with overall responsibility for this Policy is the drb Ignite Trust Board.

The Chief Executive Officer (CEO) is responsible for drawing up guidance on freedom of information and promoting compliance with this Policy in such a way as to ensure the easy, appropriate and timely retrieval of information.

Specific requests for information

Information not already made available is accessible through a specific request for information. In this regard the Freedom of Information Act establishes two related rights:

- the right to be told whether information exists
- the right to receive the information (subject to exemptions)

These rights can be exercised by anyone. Requests must be made in a permanent form (for example in writing or by email) and a charge may be made for dealing with any request. Requestors will not be entitled to information to which any of the exemptions in the Act applies. However, only those specific pieces of information to which the exemption applies will be withheld, and information covered by an exemption will be subject to review by the Trust Board.

The Trust will respond to any request within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.

Charges

The drb Ignite Multi Academy Trust reserves the right to charge an appropriate fee for dealing with a specific request for information not listed in the publication scheme in accordance with the Act.

Complaints

The Trust's Chief Executive Officer (CEO) will co-ordinate any complaints received in respect of this Policy.

The FOI request should be addressed to the CEO in the first instance. The FOI request will be acknowledged immediately.

If the applicant is not satisfied with the response provided by the Trust, then they should inform the Trust's CEO within 21 days.

If applicants are dissatisfied with the outcome of their complaint, they may seek an independent review from the Information Commissioner. Requests for review by the Information Commissioner should be made in writing to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545700
E Mail: publications@ic-foi.demon.co.uk


Website: www.informationcommissioner.gov.uk

Exemptions under the Act

There are 23 exemptions under the Act, some exemptions where the public interest test applies, and others which are absolute exemptions.

The drb Ignite Multi Academy Trust may decide that some information it holds could be regarded as exempt information under the Act. Where a request is made for information which includes exemptions a public interest test will be applied.

The drb Ignite Multi Academy Trust will consider the prejudice and public interest test and may in some circumstances withhold the requested information.

Monitoring and review	CEO Trust Board Headteachers
Links	
Staff responsible	CEO Headteachers
Committee responsible	Trust Board
Date approved	November 2018
Reviewed	November 2018
Next review	November 2019
Sign off by Chair of Trust	 Date: November 2018

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.:	Change date:	Change description:
1.0	Nov'16	Initial release
2.0	Nov'18	Rebranded, updated and signed off for release

