

DATA PROTECTION AND FREEDOM OF INFORMATION POLICY

Version		1.0	
Date		11/11/2016	
Approved by Board of Directors		09/02/2017	
Version	Date	Description	Revision author
1.0	11/11/2016	Trust Version Created	FMW (BF)
2.0	20/07/2017	Reviewed, FOI Policy & Publication Scheme updated.	FMW (Trust)
2.1	12/10/2017	Update to Police Requests Guidance	FMW (Trust)

Data Protection

General Statement

Beckfoot Trust fully endorse and adhere to the principles of data protection as outlined in the Data Protection Acts 1994 and 1998. All staff involved in the collection, processing and disclosure of personal data are aware of their duties and responsibilities within these guidelines.

Under the current law, academies do **not** have a legal obligation to comply with requests for access to the educational record under the Education (Student Information) (England) Regulations. This may change or it may not. In the meantime, care will be taken to avoid breaching a student's rights under the DPA by disclosing his or her information to a parent without a sound statutory basis and without the student's consent (if they are capable of giving consent). This means we will seek the consent of the student jointly with their parents where they are aged 12 or over unless it is deemed that the student is not capable of giving consent.

Enquiries

Information about Beckfoot Trust's Data Protection Policy can be obtained from the Senior Leadership Team of each school.

Fair Obtaining and Processing

Beckfoot Trust undertake to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which data is held, the likely recipients of the data and the data subjects' right of access. Information about the use of personal data is printed on the appropriate collection form. If details are given verbally, the person collecting the data will explain the issues before collection the information.

Terms

processing Obtaining , recording or holding the information or data or carrying out a set of operations on the information or data.

data subject means an individual who is the subject of personal data or the person to whom the data relates.

personal data means data which relates to a living individual who can be identified. Addresses and telephone numbers are examples.

parent refers to the meaning given in the Education Act 1996, and includes any person who has parental responsibility for a child.

Registered Purposes

The Data Protection Act Registration entries for Beckfoot Trust are available for inspection by appointment at each school. Explanation of any codes and categories are available from the Senior Leadership Team who are the persons nominated to deal with data protection issues. Registered purposes covering the data held at the school are listed on the school's registration and data collection documents. Information held for these stated purposes will not be used for any other purpose without the data subject's consent.

Data Integrity

Beckfoot Trust undertakes to ensure that data integrity is achieved by the following methods:

- **Data Accuracy**

Data will be as accurate and up-to-date as is reasonably possible. If a data subject informs the School of a change of circumstances their computer record will be updated as soon as is practicable. Parent/Carers and Staff will be asked to check student and staff details annually. Where a subject challenges the accuracy of their data, Beckfoot Trust will immediately mark the record as potentially inaccurate. In cases of dispute, we will attempt to resolve the issue informally, but if this proves impossible, disputes will be referred to the school Senior Leadership Team (e.g. board trustees, senior management) for their judgement. If the dispute cannot be resolved at this stage, either side may see independent arbitration. Until resolved, the information will be marked and both versions will be saved.

- **Data Adequacy and Relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is held. In order to ensure compliance with this principle, the school will check records regularly for missing, irrelevant or seemingly excessive information and may contact the subjects to verify certain items of data. Records are checked for irrelevant data annually and the decisions about what can be deleted is made by the named Data Controller(s).

- **Length of Time**

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of data protection nominated officers to ensure that obsolete data is properly erased.

- **Subject Access**

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Where a request for subject access is received from a student, the school’s policy is that:

- Requests from students will be processed in line with subject access requests as outlined below and the copy will be given directly to the student, unless it is clear that the student does not understand the nature of the request.
- Requests from students who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

- **Processing Subject Access Requests**

Requests for access must be made in writing.

Students, Parents/Carers or Staff may ask for a Data Subject Access form (Appendix 1), these are available from each school. Completed forms should be submitted to the school for attention of the Headteacher. Trust Schools are required to maintain Subject Access Request Register and record the information shown below.

Student/ Staff Name	Name of Person requesting information	Records requested	Date initial request received	Is £10 fee required	Date Form Posted	Date Form Received	Is Student Consent also required?	Student Consent Received	Request Approved/ Denied	Reason for refusal	Date information provided (method)
---------------------------	--	----------------------	-------------------------------------	------------------------	------------------------	--------------------------	--	--------------------------------	--------------------------------	--------------------------	---

Trust Schools should also record Police Disclosure Requests and other Statutory Power disclosure requests and Reference Requests.

The planned date of supplying the information should not be more than 40 days from the request date. Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be the date on which sufficient information has been provided.

- **Authorised Disclosures**

Beckfoot Trust will, in general, only disclose data about individuals with their consent (or Parent/Carer Consent for Students). However, there are circumstances under which the authorised officer may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- ◆ Student data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations.
- ◆ Student data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- ◆ Student data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within the vicinity of the school.
- ◆ Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- ◆ Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the school.
- ◆ Legal disclosures e.g. Police or under other Statutory Powers.

Only authorised and trained staff are allowed to make external disclosures of personal data. Data used within the school by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the school who need to know the information in order to do their work. We will not disclose anything on students' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

Police and Statutory Power Disclosure Requests

Schools may receive requests from police and other bodies for information about a student at the school. Basic information will be shared with Police as set out in the Student Privacy Notice.

Any other disclosures of information must be requested using the Trust Police and Section 29 Disclosure Form and associated guidance and forwarded to the relevant Trust school.

A **“legal disclosure”** is the release of personal information to someone who requires the information to do his or her job within or for the organisation, provided that the purpose of that information has been registered.

An **“illegal disclosure”** is the release of information to someone who does not need it, or has no right to it, or one which falls outside the organisation's registered purposes.

Data and Computer Security

Beckfoot Trust undertake to ensure security of personal data by the following general methods (precise details cannot be revealed):

Physical Security

Appropriate building security measures are in place, such as alarms, window bars, deadlocks and computer hardware cable locks. Only authorised persons are allowed in the computer room. Disks, tapes and printouts are locked away securely when not in use. Visitors to the school are required to sign in and out, to wear identification badges whilst in the school and are, where appropriate, accompanied.

Logical Security

Security software is installed on all computers containing personal data. Only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up (i.e. security copies are taken) regularly.

Procedural Security

In order to be given authorised access to the computer, staff will have to undergo safeguarding checks. All staff are trained in their Data Protection obligations and their knowledge updated as necessary. Confidential Waste Bins or Shredders are available for the safe disposal of confidential materials.

Overall security policy for data is determined by David Horn (Chief Executive Officer) and is monitored and reviewed regularly, especially if a security loophole or breach becomes apparent.

Please refer to the Trust Child Protection and Safeguarding Policy for eSafety/Online Safety and Social media guidelines.

Any queries or concerns about security of data in the school should in the first instance be addressed to the Headteacher.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as a disciplinary matter, and serious breaches could lead to dismissal.

Further details on any aspect of this policy and its implementation can be obtained from:

Also refer to

- CCTV Policy
- Trust Freedom of Information Policy & Privacy Policies
- Trust Child Protection and Safeguarding
- Trust Data Sharing Guidance Document
- Trust Data Protection Training Powerpoint

General Data Protection Regulations (GDPR)

Beckfoot Trust is committed to ensuring compliance with the GDPR and has set up working groups to assess compliance and make the necessary changes ready for May 2018.



DATA SUBJECT ACCESS FORM - DATA PROTECTION ACT 1998

Requests for Disclosure under Section 29 of the Data Protection Act or other Statutory Powers must be made using the Section 29 Disclosure Request Form.

Please provide the following details about yourself:

Full Name	
Organisation/Relationship to Data Subject	
Address	
Telephone Number	
Email Address	

FEE

A fee of £10.00 (the current statutory maximum under the Data Protection Act 1998) is payable for each application for information. Please enclose a cheque or postal order made payable to the school you are requesting information from.

Please note that in accordance with the Freedom of Information Act 2000 a different fee structure will apply where personal information is contained in unstructured files i.e. a filing system which is not organised in a way that makes it easy to locate information about a particular individual. If your request falls within this category, you will be provided with an estimate of the cost of providing the information before the school starts any work on your behalf.

Under the current law, academies do **not** have a legal obligation to comply with requests for access to the educational record under the Education (Pupil Information) (England) Regulations. This may change or it may not. In the meantime, care will be taken to avoid breaching a pupil's rights under the DPA by disclosing his or her information to a parent without a sound statutory basis and without the pupil's consent (if they are capable of giving consent). This means we will seek the consent of the pupil jointly with their parents where they are aged 12 or over unless it is deemed that the pupil is not capable of giving consent.

If the request includes information wholly or partly within the Educational Record, then the school will process the request within 15 school days. If requests for personal information falls wholly outside the definition of the Educational record then the school will deal with the request within 40 calendar days. A maximum fee of £10 can be charged. The 40-day clock does not start until any fee required has been paid and the school has satisfied itself of the identity of the pupil and the location of the information requested.

1. Are you requesting information about yourself?	Yes		No	
If Yes , you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. (Please go to 3 below.)				
If No , please supply the written consent of the data subject and supply their details as follows:				
Full Name				
Address				

Telephone Number			
Email Address			
Signature		Date	
Parent/Carer Signature (where applicable)		Date	
2. Please briefly explain why you are requesting this information rather than the data subject.			
3. Please describe the information you seek together with any other relevant information to help us identify the information you require. It would be helpful if you could advise the reason for the request.			
ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].			
I confirm that the information given on this application is true and I understand that the school may need more information to confirm my identity or the identity of the data subject and to locate the information that I am requesting.			
Full Name			
Signature		Date	

Please return the completed form to the relevant school FAO the Headteacher.

Please enclose the following: -

- Evidence of your identity(ies).
- Evidence of the data subject's identity (if different from (a)).
- The fee of £10.00 (cheque to be made payable to the relevant school); or
- Stamped addressed envelope for return of proof of identity/authority document.

FOR SCHOOL USE ONLY			
Request Approved	Yes / No	Reason for refusal	
Request approved/ by			
Signed:		Date:	
Requests must be logged on the School Data Protection Requests Matrix.			



Police and Section 29 Information Disclosure Request Form

Please send completed forms to:-

**(SCHOOL TO COMPLETE - FAO Headteacher/School Business Mgr/Safeguarding Lead
School Name and Address)**

Section 1. Details of Person requesting disclosure information			
First name(s):		Last name:	
Job title:			
Organisation:			
Address:			
Postcode:		Telephone:	
Email:			
Section 2. Data Subject (Current Details)			
First name(s):		Last name:	
Address:			
Other identifying details			
Consent - Has the Data Subject provided consent to the request? Depending on the age and mental capacity of a child data subject, we will require parental consent or that of an adult with legal guardianship.			
Please provide copies of consent.			
Section 3. Specific Information Required - Give details of the specific information you require about the data subject for the purpose stated in section 4 of this form.			
Section 4. Reason for requesting disclosure e.g. details of allegations or offences			
Offence(s) – Give brief details of the offence or subject of investigation.			
Statutory powers – Please state the statutory power(s) under which information is being requested e.g. Police and Criminal Evidence Act. Include details of relevant section within the legislation. DO NOT cite Section 29 of the Data Protection Act 1998.			

Purpose – please state the purpose for requesting disclosure of personal information about the data subject specified in section 2 of this form. Please tick one box			
Prevention or detection of crime			
Apprehension or prosecution of offenders			
Assessment or collection of tax, duty or imposition of a similar nature			
Reason – Briefly describe why the requested information is necessary to achieve your declared purpose.			
Please advise if unable to specify offence due to risk of prejudicing the case			
Section 5. Information Provision			
If we hold the information and approve the request for disclosure we would prefer for this information to be collected in person (Proof of Identification will be required when collecting). We will notify you in writing if we do not hold information or your request for disclosure is refused			
Section 6. Declaration and authorisation - The authorising officer must be of the rank of police inspector or higher, or for other 'relevant bodies' a senior officer/manger.			
I certify that:			
<ul style="list-style-type: none"> • Information requested is compatible with the stated purpose (section 4) and will not be used in anyway incompatible with that purpose • Non-disclosure would prejudice the case • I understand information given on this form is correct • I understand that if any information given on this form is incorrect, I may be committing an offence under Section 55 of the Data Protection Act, 1998 			
Signed (Requestor):		Date:	
Signed by Requestor's Authorising Officer			
First name :		Last name:	
Job title:			
Signed:		Date:	
FOR SCHOOL USE ONLY			
Request Approved:		Reason for refusal:	
Yes / No			
Request approved by:			
Signed:		Date:	
Requests must be logged on the School Data Protection Requests Matrix.			



Completing the Police and Section 29 disclosure request form

The Section 29 disclosure request form should be used by the police or 'other relevant authorities' to request information for the purposes of prevention or detection of crime; apprehension or prosecution of offenders; or assessment or collection of tax, duty or imposition of a similar nature.

A separate request form should be submitted for each individual data subject about whom information is required.

Please complete the form as follows:

Section 1 - Requestor

Complete all fields in this section. If completing this form on behalf of someone else please give details of the requestor.

Section 2 – Data subject

- Name – Current name of person (data subject) about whom you are requesting information
- Address – Current address of data subject
- Other identifying information – Other information that may help us to identify information relating to the data subject, for example:
 - Date of birth
 - Former names, alternative names, or aliases that the data subject may be/have been known
 - Former address(es), or alternative address(es)
- Has the Data Subject provided consent to the request? Depending on the age and mental capacity of a child data subject, we will require parental consent or that of an adult with legal guardianship.

Section 3 – Specific information required

Give details of the specific information you require about the data subject for the purpose stated in section 4 of this form.

Section 4 – Reason for requesting disclosure

Offence(s) – Give brief details of the offence or subject of investigation. Or, if disclosing this is likely to prejudice the case, indicate this by ticking the box provided.

Statutory powers – State the statutory power(s) under which information is being requested e.g. Police and Criminal Evidence Act. Include details of relevant section within the legislation. DO NOT cite Section 29 of the Data Protection Act 1998.

Purpose – Indicate the purpose for requesting disclosure of information (Select 1 only).

Reason – Briefly describe why the requested information is necessary to achieve your declared purpose.

- which the information is held, files may be large and need to be checked prior to making a decision about releasing the requested information

- An assessment is made by a Senior member of staff to ensure the request is proportionate to the stated purpose

We will notify you as soon as possible if we do not hold the information you have requested, or a decision is made not to release information.

Section 6 – Declaration and authorisation

Police requests - The request **MUST** be authorised and signed by a police officer of the rank of Inspector or above.

Other 'relevant authorities' – The request must be signed by an appropriate senior officer/manager.

The authorising officer is certifying that:

- The information requested is compatible, and will not be used in any way that is not compatible with the stated purpose.
- Non-disclosure would prejudice the stated purpose
- Information given on the form is correct

Warning - An offence may be committed under Section 55 of the Data Protection Act, 1998 if information given on the form is incorrect, or if released information is used for a purpose other than that stated.

FREEDOM OF INFORMATION POLICY

1. Background

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including

Academies. Along with Human Rights and Data Protection legislation, Freedom of Information (FOI) aims to build a culture of rights and responsibilities for citizens.

2. Right to request information

There is a legal right for any person to make a request to an Academy for access to information held by that Academy. Academies are under a duty to provide advice and assistance to anyone requesting information. Enquirers do not have to say why they want the information and the request does not have to mention FOIA.

The enquirer is entitled to be told whether the Academy holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions. There are only four reasons for not complying with a valid request for information under FOI: -

1. the information is not held
2. the cost threshold is reached
3. the request is considered vexatious or repeated
4. one or more of the exemptions apply

3. Responsibility and delegation:

The Trust Board are responsible for the maintenance and review of this scheme and policy.

The Trust Board delegates the day-to-day responsibility for the FOIA policy and the provision of advice, guidance, publicity and interpretation of the Trust's policy to Trust Schools. Trust Schools will designate a staff member to act as a single point of reference, coordinate FOIA requests and apply related policies and procedures, take a view on possibly sensitive areas, ensure all staff are aware of the policy and consider what information and training staff may need.

Trust Schools should ensure that well managed records management and information system exists in order to comply with requests. Trust Schools should publish the Publication Scheme on the school website, the Publication Scheme is set out in Appendix A.

Copies of all requests, responses and refusals will be recorded by Trust Schools on a central register.

Trust Schools should ensure that requests are dealt with in accordance with 'The Freedom of Information Act 2000, a guide for Academies and Academy Trusts' which can be downloaded from www.gov.uk website.

4. How to request information

If you would like to make a request under the FOIA, please check the Publication Scheme on the Website initially, if the information is not available on the relevant school website please:

- make the request in writing (this includes email)
- state the enquirer's name and correspondence address (email addresses are allowed);
- describe the information requested - there must be enough information to be able to identify and locate the information.

You do not have to explain why you want the information or state that it is a FOI request, but it may help us to reply to your request more promptly if you let us know that it is a FOI request.

Requests for information should be addressed to: Trust Compliance Officer, Beckfoot Trust, Wagon Lane, Bingley. BD16 1EE or email: compliance@beckfoot.org.

5. Timeline for reply

We will do our utmost to reply to any request promptly. In any case, we will meet the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond e.g. summer holidays. The response time starts from the time the request is received. Where we need to ask you for more information to enable us to answer, the 20 days' start time begins when this further information has been received.

If a qualified exemption applies and we need more time to consider the public interest test, we will reply within the 20 days stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made.

Where we have notified you that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

6. Paying for information

The majority of information on the Publication Scheme will be freely available on the Trust or Trust school websites. We will aim to respond to FOI requests free of charge, however, if your request means that we incur significant costs e.g. a significant amount of photocopying, we will let you know the cost before fulfilling your request and charges will be as set out in the Schedule of Charges below.

7. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes', see publication scheme at Appendix A.

8. Feedback and Complaints

To make any comments about this publication scheme and policy, for further assistance, or to make a complaint, please write to:

Trust Compliance Officer, Beckfoot Trust, Wagon Lane, Bingley. BD16 1EE.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The complaint should be made in writing to:
The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

9. Freedom of Information Publication Scheme

Below is a guide to information available from Beckfoot Trust and Trust schools as per the ICO Model Publication Scheme (Version 3 20130830 as at 21/07/2017).

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). Current information only.		
Information to be published	How information obtained	Cost
Who's who in the school	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Who's who on the governing body / board of governors and the basis of their appointment		
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).		
School prospectus (if any)		
Annual Report (if any)		
Staffing structure		
School session times and term dates		
Address of school and contact details, including email address.		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year.		
Information to be published.	How information obtained	Cost
Annual budget plan and financial statements	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).		
Pay policy		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information only.		
Information to be published.	How information obtained	Cost
School profile (if any) and in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report - Post-inspection action plan	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Performance management policy and procedures adopted by the governing body.		
Performance data or a direct link to it		
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		
Safeguarding and child protection (Policy)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years.		
Information to be published.	How information obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).		
Class 5 – Our policies and procedures (Written protocols, policies, procedures for delivering our services and responsibilities) Current information only.		
Information to be published.	How information obtained	Cost
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) Charging regimes and policies.	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Information to be published.	How information obtained	Cost
Curriculum circulars and statutory instruments Disclosure logs Asset register Any information the school is currently legally required to hold in publicly available registers	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only - some information may only be available by inspection)		

Information to be published	How information obtained	Cost
Extra-curricular activities	On request if not available on Trust or Trust school website.	For information not obtained via the website(s), a charge may be made as per the schedule of charges.
Out of school clubs		
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters		

10. Freedom of Information Schedule of Charges

The cost of providing information where indicated will be based as detailed below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white) @ ..p per sheet (colour)	Actual cost incurred by the school.
	Postage	Actual cost of Royal Mail standard 2 nd class (or other class requested).
Statutory Fee		In accordance with the current legislation