

DOWDALES SCHOOL : FREEDOM OF INFORMATION ACT : POLICY

- The Governing Body of Dowdales School agreed to the Freedom of Information Act Publication Scheme and Access Policy in September 2004.
- The school will follow the guidance issued to Maintained Schools.
- The Governing Body will not charge for information **except** if the costs incurred were greater than £500.
- The single point of reference for requests is the Headteacher's Personal Assistant – Mrs Carolyn Rushton.
- A retentions record of information we hold has been drawn up and is managed by her.
- A request for information may be refused if:-
 - It is considered to be vexatious or repeated.
 - A public interest test shows that applying the qualified exemption outweighs the public interest in disclosing information.
 - Having consulted with a third party whose interests may be affected, the third party's legitimate reasons for the information not to be disclosed.

Annex A of the guidance will always be followed when considering requests for information and possible refusals.

- The Governing Body will review annually any request made for information and any refusals through a report to the Finance and General Purposes Committee in the summer term.
- The policy will be reviewed annually by the Governing Body