

FREEDOM OF INFORMATION POLICY

1. POLICY STATEMENT

Tameside College is committed to the principles of Freedom of Information as laid down in the Freedom of Information Act 2000. Within the College, there are open systems of communication and a presumption that information will be shared and accessible, (providing that this does not infringe the requirement to protect personal data as prescribed by the Data Protection Act 1998).

The provision of accurate and timely information to internal and external customers of the College is vital to the business of the College.

This policy applies to all the information the College holds, whether in paper or electronic format, and includes information held or created by individual staff in the course of carrying out their duties (including e-mails) as well as information in formal archives and databases.

2. POLICY CONTEXT

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the College.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Tameside College Publications Scheme Guidance

This publication scheme is a guide to the information Tameside College makes available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by Tameside College. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. Contact details for the Information Commissioner are provided at the end of this policy.

Information to be made available by the College

The information Colleges routinely publish falls into the following categories:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The services we offer

The method by which information published under this scheme will be made available

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the college, information will be provided on its website. Where it is impracticable to make information available on the website or when

an individual does not wish to access the information by the website, requests for information published under this scheme can be addressed to:

Vice Principal Resources,
Tameside College
Beaufort Road
Ashton under Lyne
OL6 6NX

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

- Material which is published and accessed on a website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.
- Charges may be made for actual disbursements incurred such as:
 - o Photocopying
 - o Postage and packaging
 - o the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Anyone wishing to make a request for information under the act can do so, by simply clicking on the Freedom of Information hypertext link on the front page of the College website, which links directly to the College Publication Scheme and a further hyperlink to a Freedom of Information request email template. Any such requests are then directed to the Vice Principal, Resources for action.

How to obtain more information

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

3. LOCATION AND ACCESS TO THE POLICY

The Freedom of Information Policy and supporting policies and other documents are available on the College website www.tameside.ac.uk and also via SharePoint on the College network.

4. PERSON RESPONSIBLE FOR THE POLICY

Vice Principal- Resources

5. POLICY STATUS

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