**confidentiality (foi and data protection) policy**

**SECTION 1 – FREEDOM OF INFORMATION**

**Introduction**

Pupils and their parents already have the right to see al personal records held by the School on themselves. In addition much non-confidential information held by the School has traditionally been made available to the wider community. The Freedom of Information Act 2000 seeks to clarify the disclosure arrangements for information held by public bodies such as schools. Under the Act members of the public (including school staff and parents) now have the right to request access to information not protected by the Data Protection Act or deemed confidential by the school.

Under the Freedom of Information Act all maintained schools must ensure that they make certain information and the mechanism for gaining access to such, clearly available. Naturally, information may not be released if it does not exist or if to do so would breach someone else’s rights to confidentiality, or the information is covered by an exemption in the Act.

The information covered by this policy relates not only to information available in hard paper copies but also to that published on the School’s website. However, there are categories of information which are not available under the Freedom of Information Act such as confidential personal files.

This policy conforms to the model approved for schools by the Information Commissioner.

**Aims**

Through this policy and its implementation the school aims to:

1. Clearly describe the classes of information that it already publishes or is intending to publish in the near future.
2. Clearly describe the manner in which the information is published/made available.
3. Identify when, and the scale of, charges related to the provision of the requested information.

**Categories of information published the School**

There are four categories of information which are readily available from the School:

1. The School Prospectus.
2. Trust Body Documentation.
3. 3. The School Policies (many are statutory)
4. Other procedures and general information related to the School.

**The School Prospectus**

The prospectus contains general information about the School, its curriculum, individual departments and staffing, etc. Copies of the prospectus are automatically provided to the parents of all pupils applying to attend the School and copies are provided for any parents who wish to consider their child attending the School.