



# Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other.

A happy, healthy and positive learning community.

Date this version of policy adopted by Governing Body: Nov 2025

Signed Headteacher: *Michael Taylor*

Signed Chair of Governors: *Lucy Beighton*

## **Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) Policy**

### **Purpose**

This policy sets out how Filey Junior School will respond to requests for information made under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). It ensures that the school handles requests for information in a fair, transparent, and lawful way, and that staff understand their responsibilities.

### **Scope**

This policy applies to:

- All recorded information held by the school, regardless of format (paper, electronic, audio, video, etc.).
- All staff, governors, and volunteers who manage or hold information on behalf of the school.

It does not apply to personal information requests, which are handled under the Data Protection Policy and Subject Access Request (SAR) Policy.

### **Legal Framework**

This policy complies with:

- Freedom of Information Act 2000 (FOIA)
- Environmental Information Regulations 2004 (EIR)
- Data Protection Act 2018 and UK GDPR
- Education (Pupil Information) (England) Regulations 2005
- Records Management Society guidance for schools

## **Commitment to Openness**

Filey Junior School is committed to transparency and accountability. We routinely publish key information on our website, including:

- The school's **Publication Scheme** (as required by the FOIA)
- Policies and procedures
- School performance data
- Financial information (such as spending over £10,000, salaries, and procurement)

## **What is a Freedom of Information (FOI) Request?**

An FOI request is a request for recorded information held by the school, such as:

- Policies or procedures
- Meeting minutes
- Financial or staffing data
- Correspondence related to official school business

Requests:

- Must be in writing (letter or email).
- Must include the requester's real name and contact address.
- Do not need to mention "Freedom of Information" to be valid.

## **What is an Environmental Information (EIR) Request?**

An EIR request relates to environmental matters such as:

- Land and buildings
- Energy use or emissions
- Waste management
- The impact of policies or activities on the environment

EIR requests can be made verbally or in writing, including by email or telephone.

## **Making a Request**

Requests should be sent to:

Email: [Admin@filey-jun.n-yorks.sch.uk](mailto:Admin@filey-jun.n-yorks.sch.uk)

Post: FAO Mr Michael Taylor (DPO), Filey Junior School, Filey, YO14 9LU.

To help the school process requests efficiently, applicants should include:

- Their full name and contact details
- A clear description of the information sought
- The preferred format (e.g., electronic or hard copy)

## **Responding to Requests**

The school will:

- Acknowledge the request within 5 school days.
- Provide the requested information within 20 school days (FOIA) or 20 working days (EIR) of receipt.

If clarification is needed, the school will pause the time limit until sufficient details are received.

If the request is complex or involves large volumes of data, the school may extend the deadline (by up to an additional 20 working days for EIR requests). The requester will be informed of any extensions.

## **Fees and Charges**

The school will normally provide information free of charge.

However, a fee may be charged for:

- Photocopying, printing, or postage costs
- Requests that exceed the cost limit set by the FOIA (£450, or 18 hours of staff time)

If a fee is required, the requester will be notified, and the request will be paused until payment is received.

## **Exemptions and Exceptions**

Certain information may be withheld where an exemption (FOIA) or exception (EIR) applies. Examples include:

- Personal data about individuals (protected under data protection law)
- Information intended for future publication
- Confidential or commercially sensitive information
- Information that would prejudice safeguarding, security, or law enforcement

Where information is withheld, the school will explain the reason and inform the requester of their right to appeal.

## **Record Keeping**

The school will keep a log of all FOI and EIR requests, including:

- Date received
- Name of requester
- Nature of the request
- Date of response
- Outcome (granted, partially granted, refused)

## **Roles and Responsibilities**

Headteacher: Overall responsibility for ensuring compliance.

Data Protection Officer (DPO): Oversees the process and advises on complex cases.

School Staff: Must promptly forward any SARs received to the DPO.

## **Contact details:**

Data Protection Officer: Mr Michael Taylor

Email: [Headteacher@filey-jun.n-yorks.sch.uk](mailto:Headteacher@filey-jun.n-yorks.sch.uk)

Address: Filey Junior School, West Road, Filey, YO14 9LU.

## **Appeals and Complaints**

If an applicant is dissatisfied with the school's response, they may request an internal review within 40 working days of receiving the response.

Requests for review should be addressed to the Headteacher or Chair of Governors.

If the requester remains unsatisfied, they may contact the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk>
- Telephone: 0303 123 1113
- Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Monitoring and Review**

This policy will be reviewed annually or following any significant changes in legislation, guidance, or school procedures.