



# Freedom of Information Policy

<b>Policy no:</b>	34
<b>Version no. &amp; date:</b>	V0.2
<b>Next review due:</b>	September 2020
<b>Responsible Committee:</b>	SMT
<b>Approved by &amp; date:</b>	BoG October 19
<b>Linked policies:</b>	<p>General Data Protection Regulation policy            Privacy notice for staff and students            Data Collection sheet            Subject Access requests and Data Sharing Request form to request information            ICT Acceptable Use policy – staff and students            E-Safety policy            Whistleblowing policy</p>
<b>Linked Acts</b>	<p>Freedom of Information Act 2000 and guidance from the Information Commissioners Office <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information">https://ico.org.uk/for-organisations/guide-to-freedom-of-information</a>            General Data Protection Regulation            Information Commissioners Office</p>
<b>Audience:</b>	Website

OXFORD BUSINESS COLLEGE  
 65 George Street, Oxford, OX1 2BQ  
 +44 (0)1865 791 908



## Freedom of Information Policy & Procedure (FOI)

### Background and Purpose

The Freedom of Information Act 2000 obliges organisations to publish certain information about their activities. This publication scheme commits Oxford Business College to make information available to the public as part of the organisations activities. Members of the public are entitled to request information from public authorities.

Although not a public authority, Oxford Business College is committed to being open and transparent. We aim to publish as much information as possible on our websites but if there is any other information required by a member of the public they should contact us by email please email at [enquiries@oxfordbusinesscollege.ac.uk](mailto:enquiries@oxfordbusinesscollege.ac.uk) or write to: Oxford Business College, 65 George Street, Oxford OX1 2BQ.

### Compliance with the FOI Act

The Freedom of Information Act deals with non-personal data held by the College. It is understood by the College that any person has a legal right to ask for access to information held by the College. They are entitled to be told whether the College holds the information, and to receive a copy. This FOI Policy commits Oxford Business College to make information available to the public as part of its normal business activities. The information covered is included below, where this information is held by the College. Whilst the Act assumes openness, it recognises that certain information is classified. There are exemptions to protect this information.

Oxford Business College aims to provide advice and assistance to anyone requesting information. Enquirers will be informed whether or not the College holds the information they are requesting (the duty to confirm or deny), and will provide access to the information held by the College in accordance with the procedures below. The College will also ensure that all classified personal data, including electronic and paper copies, are held securely and transferred securely and only to authorised individuals or agencies.

### Responsibilities

Oxford Business College has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The College aims to publish or otherwise make available as a matter of routine, information it holds. The College aims to specify the information held by the College and 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. It also aims to review and update on a regular basis the information made available

under this Policy and to produce a schedule of any fees charged for access to information which is made available. Finally, the College will make this policy available to the public.

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

Where it is within the capability of the College, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, we will indicate how information can be obtained by other means and provide it by those means.

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 there is a legal requirement to translate any information, we 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.

### **Enquirers seeking information should:**

Write to the Principal and include their name, address and telephone number and preferred method of response with their request and reason for requesting the information. Requests will be acknowledged upon receipt and when the information can be expected will be provided.

There may be times when requested information cannot be supplied. This will be made clear if it applies to a request by any member of the public. Members of the public have the right to appeal the decision in writing in the first instance and the request will be considered by the Principal and Managing Director of the College.

Once the concern has been through the above process members of the public have the right to contact the Information Commissioner's Office if they think our decision is unreasonable [www.ico.org.uk](http://www.ico.org.uk) or write to: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF 2

### **Charges**

We will write to you if a charge is likely to be payable to ascertain if you would like to continue with your request. All requests will be responded to within the 20 days (college days Mon – Fri) which is the statutory time limit.

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:

- photocopying
- postage and packaging
- 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 and justified and are in accordance with a published schedule or schedules of fees which is readily available to the public on the Information Commissioners website [www.ico.org.uk](http://www.ico.org.uk) .

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

### **Written requests**

Information held by a public authority 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.

### **Review of the policy**

This policy is reviewed annually by the College. We will monitor the application and outcomes of this policy to ensure it is working effectively.

### **Types of information**

<b>Information</b>	<b>How the information can be obtained</b>
Policies and procedures	College website
Course Details and Fees	College website
Student and Staff Personal Data	Confidential – written request and subject to data protection legislation
Publicity materials publications, leaflets, books and newsletters	Website, leaflets
External reports	Website
Strategic Plan	Upon request
Student retention and progression data	Confidential – written request and subject to data protection legislation
Minutes of meetings	Hard copy on request
Extra-curricular activities	Website / hard copy on request
Services for which the College is entitled to recover a fee, together with those fees	Website/hard copy on request
Other	Other