

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

FREEDOM OF INFORMATION POLICY

Approved July 2024

Welton St Mary's Church of England Primary Academy

At Welton St. Mary's Church of England Primary Academy, we are committed to promoting transparency, accountability, and excellence in education. In line with the Freedom of Information Act 2000, this policy outlines our procedures for handling requests for information and ensures compliance with the legislation.

Scope

This policy applies to all pupils, parents, staff, governors and any other individuals who interact with Welton St. Mary's Church of England Primary Academy.

Legal Framework

The Freedom of Information Act 2000 aims to provide individuals with the right to access recorded information held by public authorities, including academies. The Information Commissioner's Office (ICO) provides guidance on compliance with the Act.

Our Commitment

At WSM, we are committed to:

Being responsive and transparent in providing information.

Promoting a culture of openness and accountability.

Complying with the requirements of the Freedom of Information Act 2000.

Safeguarding sensitive and personal information, respecting individuals' privacy rights.

Engaging with the wider community and facilitating access to appropriate information.

Requests for Information

Submitting a Request

To make a request for information held by WSM, individuals should submit a clearly written request via email or in writing to the designated Data Protection Officer (DPO). The request should include:

Name and contact details of the requester.

Specific details of the information being requested.

Preferred format for receiving the information (where applicable).

Acknowledgment and Response Time

Upon receipt of a request, the DPO will acknowledge its receipt within 5 working days. WSM aims to respond to requests within 20 working days. If additional time is required due to the complexity or volume of the request, the requester will be notified in writing.

Exemptions

In certain circumstances, WSM may be exempt from providing certain information. When applicable, the DPO will provide reasons for any exemptions along with the response.

Information Availability and Publication Scheme

Publication Scheme

WSM maintains a publication scheme, as required by the Freedom of Information Act, which outlines the types of information available and the means of accessing it. The publication scheme is regularly reviewed and published on our website.

Publication of Information

In addition to the publication scheme, WSM proactively publishes information in line with our commitment to transparency. This includes:

Statutory information required by the Department for Education.

Policies and procedures relevant to safeguarding, equality, and education provision.

Annual reports, financial statements, and other regulatory documents.

Curriculum information, including subject content and assessment criteria.

Handling of Personal and Sensitive Information

Subject Access Requests

Individuals seeking access to personal data held by Welton St. Mary's Church of England Primary Academy should follow the procedures outlined in our Data Protection Policy.

Sensitive Information

Sensitive information, such as confidential staff or student data, will be handled in accordance with relevant legislation, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Complaints and Appeals

If an individual is dissatisfied with the way their request for information has been handled, they may submit a complaint in writing to the clerk to the governing body. Appeals will be dealt with promptly, thoroughly, and impartially.

Review and Monitoring

This policy will be reviewed annually. Any changes or updates will be published on our website.

Contact details for the named Data Protection Officer (DPO)

Mrs Odette Thorner

Welton St. Mary's Church of England Primary Academy

School Drive,

Welton

Lincoln LN2 3LA

Email: Enquiries@welton-st-marys.lincs.sch.uk