



FREEDOM OF INFORMATION POLICY

2026/27

Document Control

Organisation	The Saints' Federation All Saints' C/W Primary School St David's Church in Wales Primary St Mellon's Church in Wales Primary
Title	Substance Misuse Policy
Author	School
Owner	Executive Head Teacher and Governing Body
Protective Marking	NOT PROTECTIVELY MARKED
Review date	Annually

Revision History

Revision Date	Revision	Previous Version	Description of Revision
	1.0	N/A	Policy created and signed off
May 2026		1.0	Name change to include St Mellon's CiW Primary in The Saint's Federation

Signed by Chair of Governors on behalf of the Governing Body

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Signed by the Executive Headteacher:

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Date approved: (by full Governing Body)

Date of review:

Policy Statement

The Saints' Federation is committed to promoting openness, transparency and accountability. The school recognises its duties under the Freedom of Information Act 2000 (FOIA) and will provide access to information in accordance with the legislation.

We aim to make information readily available to the public whilst safeguarding personal data and ensuring compliance with data protection law.

This policy applies within Wales and aligns with the expectations of Cardiff Council and the Information Commissioner's Office (ICO).

Legal Framework

This policy complies with:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018 and UK GDPR

Scope

This policy applies to all recorded information held by the school and information in all formats, including:

- Paper records
- Emails
- Digital files
- Audio or visual recordings

The right of access applies to any person worldwide, regardless of nationality or residence.

Roles and Responsibilities

Executive Headteacher

Has overall responsibility for compliance

Ensures procedures are followed

Oversees responses and internal reviews

School Staff

Must be aware of FOI responsibilities

Must assist in locating requested information

Governing Body

Ensures compliance with statutory requirements

Receives reports on FOI activity where appropriate

Publication Scheme

The school has adopted the ICO Model Publication Scheme.

We proactively publish information under 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
- Services we offer

This information is available on request.

Making a Request

Requests for information must:

- Be made in writing (including email)
- Include the requester's name and contact details
- Clearly describe the information requested

Requests do not need to mention the Freedom of Information Act to be valid.

Responding to Requests

The school will:

- Confirm whether it holds the requested information
- Provide the information unless an exemption applies
- Respond within 20 working days

Where clarification is needed, the response time may pause until further information is received.

Exemptions

The school may refuse to provide information where exemptions apply, including:

- Personal data (covered by Data Protection law)
- Information intended for future publication
- Commercially sensitive information
- Information that may pose a safeguarding risk
- Where appropriate, a public interest test will be applied.

Vexatious and Repeated Requests

The school reserves the right to refuse requests that are:

- Vexatious
- Repeated
- Likely to cause disproportionate disruption

Fees and Charges

Information made available through the Publication Scheme will be provided free of charge unless otherwise stated and in line with that Publication Scheme.

The Saints' Federation complies with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (2004). All requests that take less than 18 hours or £450 (being the "appropriate limit") to process will be free of charge. If the estimated time for compliance is in excess of 18 hours then The Saints' Federation may refuse the request or alternatively may issue an invoice for the estimated cost, such invoice should be paid before the School undertakes any retrieval of the requested information.

Where charges apply, the requester will be informed in advance.

Environmental Information

Requests relating to environmental matters will be dealt with under the Environmental Information Regulations 2004 (EIR).

Data Protection

Personal information is not disclosed under FOI where it would breach the Data Protection Act or UK GDPR.

Requests for personal data should be made as a Subject Access Request (SAR) instead.

Internal Review Process

If a requester is dissatisfied, they may request an internal review. Requests must be made within 40 working days. The review will be conducted by a senior member of staff not involved in the original response.

Complaints

If the requester remains dissatisfied, they may contact:

Information Commissioner's Office

2nd floor Churchill House

Churchill Way

Cardiff CF10 2HH

Tel: 029 2067 8400

Email: wales@ico.org.uk

www.ico.org.uk

Cardiff Council

The Saints' Federation operates within the framework of Cardiff Council and may seek advice from the Council's Information Governance Service when managing complex requests.

Monitoring and Review

The Headteacher will:

- Monitor FOI requests and responses
- Identify patterns or issues
- The Governing Body will receive information on FOI requests as appropriate.

This policy will be reviewed annually or following changes in legislation.