



THE MOUNTBATTEN SCHOOL

Audit, Finance and Risk Committee

Freedom of Information Policy

January 2021

Review Date: January 2025

Company No. 07560175

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Founder Patron: Earl Mountbatten of Burma Executive Headteacher: Heather McIlroy Patron: The Honourable Alexandra Knatchbull

The board of trustees of The Mountbatten School is committed to openness and transparency; this policy sets out the procedures and obligations on The Mountbatten School when an FOI request is received.

The Freedom of Information Act allows anyone to request information without giving a reason. The request must though state the name and address (which can include an email address) of the person as well as what information they are seeking. When a request is received this will be considered and the information, if held, will be provided unless one of the exemptions in the Act applies.

Dependent on the information requested it may be that the request will be responded to under the Environmental Information Regulations 2014 rather than the FOI Act. This would usually be the case where the enquiry is about matters concerning the elements such as air, water, land, natural sites, built environment, flora and fauna, and health or any decisions or activities affecting any of these.

Making requests

Requests for information should be made clear and addressed to the Data Protection Officer at dpo@mountbatten.hants.sch.uk or The Mountbatten School, Whitenap Lane, Romsey, SO51 5SY.

Where the request is not clear we will write to you seeking further clarity.

Time period for compliance

Any request made to The Mountbatten School will be complied with in accordance with the time limits in the Act. For schools; this is 20 school days (i.e. not including weekends, holidays or school closure days) or 60 working days if this is shorter. Where further clarity is sought, the time for responding to your request will cease until we receive a response from you. If a response is not received within 2 months of the request for clarification we will close the matter and not respond further on the basis that you no longer require the information.

Exemptions

Whenever a request for information is received it will be reviewed with consideration as to whether we hold the information and whether one of the exemptions set out in the Act (or Regulations) applies. Common exemptions include the data protection of others, confidentiality, the request going beyond the costs limit and prejudice being caused to the effective conduct of public affairs. There are other exemptions that may also be relevant.

Where an exemption is being relied on to prevent disclosure of information, we would inform you that this is the case in our refusal notice.

Publication scheme

The Mountbatten School has adopted the Information Commissioners' model publication scheme. To sit alongside this, The Mountbatten School has a guide to information document which sets out what information we will make available and how it can be accessed. This Guide can be accessed [here](#).

Complaints/Internal review

Anyone who has made an FOI request to The Mountbatten School and who is not happy with the response that has been received can have an internal review of how their request has been handled. This will be generally carried out by a senior member of staff who was not involved in the initial request response.

If a requester wishes to have an internal review, this should be requested within two months of the initial decision being communicated. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 school days.

Following an internal review, if the requester is still not happy with the response, they have the right to complain to the Information Commissioner’s Office.

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Policy Agreed by the Audit and Finance and Risk Committee

Signed by: Date:
Chair of Audit and Finance and Risk Committee

Signed by: Date:
Chair of Governors