



The Circle Trust Data Protection Policy **Data Publication Scheme**

**1. Data publication scheme**

The Circle Trust adheres to the Freedom of Information Act 2000, which means that it must be clear and proactive about the information our Trust makes public by setting out a publication scheme, which identifies:

- The classes of information that are published
- The manner in which this information is published
- Whether the information is available free of charge or on payment

**2. The classes of information that are published**

The classes of information that we undertake to make available are organised into these broad topic areas:

	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
School Staff – key personnel	Website	Nil
For the Trust; Who’s who on the Trustees Board and the basis of their appointment For each school; Who’s who on the Local Advisory Board and the basis of their appointment	Website	Nil
Articles of Association	Website	Nil
For the Trust; Contact details for the Executive Head teacher and for the Trustees, via the Trust For each school; Contact details for the Head teacher and for the Local Advisors, via the school	Website	Nil
School prospectus	Website	Nil
Annual Report	Website	Nil

	How the information can be obtained	Charge
Staffing structure	Website	Nil
School session times and term dates	Website	Nil
Address of school and contact details, including email address.	Website	Nil
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Website	Nil
Capital funding	By request	See below
Financial audit reports	By request	See below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	By request	See below
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	By request	See below
Pay policy	Website	Nil
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	By request	See below
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	By request	See below

	How the information can be obtained	Charge
Trustees and Local Advisors allowances that can be incurred or claimed, and a record of total payments made to individual Trustees or Local Advisors.	By request	See Below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Performance data supplied to the DfE (via link)</li> <li>• The latest Ofsted <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website  Website	Nil  Nil
Performance management policy and procedures adopted by the governing body.	By request	See Below
Performance data	Website	See Below
The Trust's and school's future plans	By request	See Below
Safeguarding and child protection policies	Website	Nil

	<b>How the information can be obtained</b>	<b>Charge</b>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy and Admissions Arrangements	Website	Nil
Agendas and minutes of meetings of the Trustees and Local Advisors and their committees	By request	See Below
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. This includes policies, procedures and documents that the school is required to have by law.</p>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	A number of policies are on the website, otherwise by request	See Below
Charging regimes and policies.	Website	Nil
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	By request	See Below
Disclosure logs	By request	See Below
Asset register	By request	See Below
Any information the school is currently legally required to hold in publicly available registers	By request	See Below

	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities and Out of school clubs	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	By request	See Below
School publications, leaflets, books and newsletters	Website	Nil



### **3. The manner in which this information is published**

Information about the Circle Trust and individual schools is available on our website.

Some information that we hold may not be made public for example confidential minutes.

### **4. Timescale**

On receipt of a request, the school is obliged to inform the applicant in writing whether the information requested is held and if so, communicate that information to the applicant promptly, but not later than 20 working days after receipt of the request.

A request is received when it is delivered to the school, or when it is delivered to the inbox of a member of staff. The date of receipt is not the date the request is passed to the appropriate person for processing.

In respect of emails, however, where an automated 'out of office' message provides instructions on how to re-direct a message, the request would not be 'received' until it was resent to the alternative contact.

The correspondence to the applicant must state:

- whether the school holds the information of the type requested;
- whether it cannot be supplied due to the constraints of the Data Protection Act which takes precedence over any FOI rights;

If the information is held and can be provided it must be given to the individual in so far as possible in the format requested i.e. hard copy or electronic.

The school's Business Manager in conjunction with other appropriate school staff will collate information. Records of FOI requests and how they have been dealt with should be maintained by the school.

### **5. Whether the information is available free of charge or on payment**

Our information is available free when viewed via our website although an individual may incur costs from an internet service provider. An individual who does not have internet access, may access a website using a local library or an internet café.

A school within the Trust will not levy a fee for FOI requests that are relatively straightforward and where the information held is readily available. Requests for



information may be chargeable if significant staff time or resources will be required to meet the request. If a fee is chargeable then this will be agreed with the applicant before the request is processed.

The Government has published the FOI fees regulations. In accordance with this legislation, fees are capped at £450. As a result, the school may refuse to accede to a request for information if the cost of doing so is likely to exceed this amount.

A request can be treated as vexatious where it would impose a significant burden on the school in terms of expense or distraction and meets at least one of the following criteria:

- It clearly does not have any serious purpose or value;
- It is designed to cause disruption or annoyance;
- It has the effect of harassing the school;
- It can otherwise fairly be characterised as obsessive or manifestly unreasonable.

Each specific request should be looked at and assessed individually.

The school will not normally refuse a request for information, which should be available through the publication scheme because it is vexatious. Vexatious issues may arise where the school receives requests from individuals who have previously registered a grievance, pursued a complaint or otherwise been involved in a dispute. It is not unusual for those who believe they have been unfairly treated by the school to pursue or attempt to reopen their grievance by using the FOI.

Any request considered vexatious or linked to a complaint/dispute will be passed to the Executive Headteacher.

All refusals for information will be communicated to the applicant in accordance with the paragraph above on exemption.

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @20p per sheet (black & white)	Actual cost
	Photocopying/printing @ 30p per sheet (colour)	Actual cost
	Postage @ cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Administrative costs	In accordance with the relevant regulations to maximum of £450

Information may be requested by contacting the individual school. Details are available on each school's website.

To expedite any request it would be helpful but not required to mark any correspondence "publication scheme request"

## 6. Exemptions

In certain circumstances, the school may refuse a FOI request:

- when the request is vexatious or repeated;
- when the cost of compliance exceeds the appropriate limit (currently £450);
- when the information falls under one of the exemptions.

Some information is exempt from disclosure and so does not have to be provided.

There are two broad categories of exemptions:

- Absolute exemptions. These are cases where the right to know is wholly dis-applied. In some cases, there is no legal right of access at all, for instance information supplied by or relating to bodies dealing with security matters or information covered by parliamentary privilege. In other cases, for instance information available to the applicant by other means or personal information relating to the applicant, it may be possible to obtain the information by alternative means and not under the FOI Act.



- Qualified exemptions. These are cases where the school, having identified a possible exemption, must consider whether the public interest in maintaining the exemption is greater than that in confirming or denying the existence of the information requested and providing the information to the applicant. The Strategic Performance Committee will consider all cases of possible qualified exemptions.

Exemptions are subject to the public interest test unless FOI states that they are absolute exemptions.

When applying the test the school is simply deciding whether in any particular case it serves the interests of the public better to withhold or to disclose information.

Should the school receive a request for information, which is covered by an exemption, the applicant will be informed wherever possible within 20 working days of receipt of the request that the information cannot be provided together with an explanation. Where the school does not hold the requested information then again this must be communicated within 20 working days giving a brief explanation of why this is not held if appropriate and similarly where the applicant may find the information

## **7. Publication scheme feedback and complaints**

The Circle Trust welcomes any feedback or suggestions in relation to this scheme.

If you require further assistance or wish to raise a concern then initially this should be addressed to the Headteacher of the School, as set out in the Circle Trusts Complaints Policy.

If you are not satisfied with the assistance that you receive following use of the Complaints Policy and we have not been able to resolve your concern and you may wish to make a formal complaint to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000

Information Commissioner  
Wycliffe House  
Waterlane  
Wilmslow  
Cheshire SK9 5AF

01625 545 700

[publications@ic-foi-demon.co.uk](mailto:publications@ic-foi-demon.co.uk)  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)