



Camphill School Aberdeen

Freedom of Information Policy

FREEDOM OF INFORMATION SCOTLAND ACT 2002 (FOISA)

This legislation puts an obligation on public authorities to make information readily accessible to the public and to comply with requests for information that is held but not published. It covers information relating to the educational activities of the school.

The Act requires Scottish public authorities to produce and maintain a publication scheme. This outlines what information Camphill School Aberdeen routinely publishes. Public authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

A FOISA request may come in to any part of the school and does not need to quote the legislation. It does, however, need to be made in writing (or other reviewable format to comply with Equality Act requirements), and a contact name and address (email address is sufficient) is required.

Fees may apply – see our ‘Guide to Information’ for details.

There are formal processes for managing FOISA and Environmental Information Regulations 2004 (EIR) requests and all such requests must be forwarded to the Freedom of Information Office immediately. There is a 20-day time limit for responses to requests for information.

All requests are logged and monitored, and statistics are reported quarterly to the Scottish Information Commissioner’s office.

Not all information is disclosable – there are ‘exemptions’ which apply and any queries about the validity of a request should be directed to the Freedom of Information Officer as soon as possible on receipt of request.

Should a requester be dissatisfied with the response received from Camphill School Aberdeen, the requestor has a right to internal review, and then a further right of appeal to the Scottish Information Commissioner. All responses to requests for information will detail these rights to enquirers.

Further information can be found on the Scottish Information Commissioner’s website (www.itspublicknowledge.org) or from the Camphill School Aberdeen Freedom of Information Officer.

<i>Record of Approval</i>				
<i>Rev</i>	<i>Date</i>	<i>Author</i>	<i>Approved</i>	<i>Review Due</i>
0	September 2016	Laurence Alfred	Norma Hart (for Board of Trustees)	September 2019

ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)

Alongside FOISA, the public has a right to access environmental information about Camphill School Aberdeen. The definition of environmental information under these regulations is very wide. Some examples include information about air, water, land, landscaping, biodiversity, architecture, internal building environment, recycling and energy usage. This list is not exhaustive.

Requests for environmental information should be forwarded to the Freedom of Information Officer immediately.

EIR requests may be made verbally or in writing.