



Camphill School Aberdeen

Freedom of Information Policy

Camphill School Aberdeen (CSA) is committed to respond to all Freedom of Information requests and to all Environmental Information requests and to fully comply with the legislative requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information Regulations 2004.

CSA will ensure that:

It publishes the classes of information that it makes routinely available.

It tells the public how to access the information and what it might cost.

All Freedom of Information requests and Environmental Information requests are responded to promptly and always within the prescribed 20-day limit

All Freedom of Information requests and Environmental Information requests are logged and monitored, and statistics are reported quarterly to the Scottish Information Commissioner's office.

The Executive Director, supported by the Management Team, will ensure that Procedures and Guidance are in place to give full effect to this policy.

This Policy Statement is proposed by Martin Alfred, Safety, Community and Management Support Officer, endorsed by the CSA Management Team, and approved by the Board of Trustees on 02/12/2021.

Signed:

Stephen Johnston, Chairperson

Review Date: December 2022