



## FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME

### Purpose & Scope

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000 (Act). The purpose of the Act is to promote greater openness by public authorities, which includes further education colleges.

The College has adopted a model publication scheme produced by the Information Commissioner's Officer (Scheme). The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges for further education to make available to the public. Further details of the Scheme can be found at [Model Publication scheme \(PDF\)](#)

In addition to the Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme, and the following pages should be treated as this guide (Guide). This Guide is not an exclusive list of information that can be requested.

### Policy Statement

#### How to Access Information

The information provided by Furness College under the model publication scheme is provided on the college website where possible and follows the guidance document provided by the ICO. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, then the College will provide the information by another means (i.e. by post).

Information held by Furness College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

#### Main Classes of Information

1. Who are we and what we do
2. How we make decisions
  - Furness College Corporation and its Committees Terms of Reference, agendas, papers and minutes
3. Our policies and procedures
  - Furness College Corporation Standing Orders
  - Current written protocols, policies and procedures for delivery of college services and responsibilities
4. Lists and registers
  - Corporation and senior staff's declaration of interests
  - Register of gifts and hospitality provided to senior staff
  - Information legally required to be held in publicly available registers and disclosure logs

## 5. The services we offer

- Prospectuses, leaflets and newsletters
- Welfare and counselling services
- Career advice
- Bursaries
- Inclusion and support
- Sports and recreational facilities
- Recruitment events
- Conference facilities
- Advice and guidance
- Media releases

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, or require further information please let us know via the contact details provided below. We also welcome suggestions as to how our scheme might be improved.

In order for a request to be treated as having been made under the Act, it must be:

- made in writing;
- state the name of the applicant and give an address for correspondence;
- describe the information which is requested and either emailed to [foi@furness.ac.uk](mailto:foi@furness.ac.uk) or addressed to:  
Assistant Principal Planning, Performance and Quality  
Furness College  
Channelside  
Barrow-in-Furness  
Cumbria  
LA14 2PJ

Further information about the Act can be found on the Information Commissioner's website <https://ico.org.uk>

### Timescales and charges

Requests will have to be made in writing and, the College will have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations.

Much of our information is available to you free of charge. However, because of the costs involved in locating or copying what you need, Furness College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with the Act and any other relevant legislation. Where compilation of data is in our view particularly onerous it will be our intention to charge an additional sum of £25 per person hour to cover locating documents, copying and postage (up to a maximum of £450 as defined within the Act).

### What about information not covered by the publication scheme?

You should note we will not be required to release information to which an exemption in the Act legitimately applies (examples are identified below). However, where this is the case, we will explain to you why we are not releasing the information and we accept that we may also have to justify this to the Information Commissioner.

### Exemptions include:

- Information already available elsewhere: If this is the case, we will, where we can, direct you to where you will find the information you are looking for;
- Information provided in confidence: You should note that certain information is supplied to use in confidence and the Act obliges us to hold these things confidentially and not to disclose them;
- Personal information: This is covered by the Data Protection Act and is only available to the individual concerned, for more information email [foi@furness.ac.uk](mailto:foi@furness.ac.uk);
- Investigations and proceedings: If an investigation is ongoing it is unlikely that we will be able to let you have information until all proceedings are finalised;
- Information intended for future publications: If we intend to publish the information you want, you may have to wait until it is published before you can have access to it.
- Information that the Principal of the College decides is not in the public interest to disclose.

### Appeals and complaints

You can appeal about the range, amount and format of information we have sent following a request. You can also appeal about the way a request was handled – for example, the time it took to respond, or the way responses were worded. If you are not happy with how we have dealt with your request, please follow our [complaints, comments and compliments policy](#) accessible on the College website.

### Further information

If we are unable to resolve any complaint, you can put your complaint in writing to the Information Commissioner's Office – an independent body that oversees the Freedom of Information Act, at: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

**This policy/procedure has been reviewed regarding the requirement for an Equality and Diversity Impact Assessment and a Privacy Impact Assessment.**

**At this stage it is felt that a full impact or privacy assessment is unnecessary as the college public duty has been discharged through a related policy/procedure or there is no current requirement.**

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Freedom of Information Act 2000: Publication Scheme	Data Protection Policy	
Responsibility	Assistant Principal, Planning, Performance & Quality		
Approval Date	01 March 2022		
Review Date	01 March 2024		
Approval Group	SLT	Board	