



2021

Freedom of Information Policy

Change Control

Version:	4
New or Replacement:	Replacement
Approved by:	Executive Management Team
Date approved:	24.06.14
Name of author:	GDPR Team
Name of responsible committee:	GDPR Management Group
Date issued:	
Review date:	19.11.2022
Document reference:	

Revision History

Version	Type	Date	History
V1	New	May 2012	
V1.1	Replacement	3 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures Removal of section 1.5, section 12 - Action Plan and section 13 - Monitoring Equality Analysis. Amendment to section 3 title.
V2	Replacement	23 May 2014	Inclusion of TAG
V3	Replacement	June 2017	Reviewed by the GDPR Group to ensure it is a group wide policy and updated in line with the latest organisational changes.
V4	Replacement	24.05.21	Updated to reflect: merger with East Riding College and legal name change to TEC Partnership

This policy applies to TEC Partnership and incorporates the trading styles of Grimsby Institute, East Riding College, Scarborough TEC, Skegness TEC, The Academy Grimsby, NET UK and all wholly owned subsidiary companies of TEC Partnership including Modal Training, Support Staff Services and Grimsby College Trading.

Contents

1. Background
2. Contact Details
3. Guide for Submitting Requests
4. Responsibilities of Staff Members
5. Exemptions – Releasing Information and Refusing Disclosure
6. Charges
7. How to Complain

1. Background

1.1. The Freedom of Information Act 2000 (FOIA) establishes the right for the general public to access official information being held by public bodies. TEC Partnership is required to provide any and all information it holds in the public's interest if requested to do so by any person, subject to exemptions allowed under the act. The Act allows the public to access information about how public services are developed and delivered. There is a deadline of 20 working days of receipt of any request for information.

1.2. Model Publication Scheme

TEC Partnership has adopted the model publication scheme approved by the Information Commissioner's Office (ICO). The College's publication scheme is available via its website - [TEC Partnership website](#).

Requests under the Environmental Information Regulations 2004 will be considered in the same way as requests made for information under this MPS.

1.3 Rights of Public Access

Requests for information not covered by the model publication scheme will be managed in accordance with the right of access. This includes the duty to provide advice and assistance in relation to requests for information.

2. Contact Details

Freedom of Information Officer
TEC Partnership
Nuns Corner
Grimsby
North East Lincolnshire DN34 5BQ

Tel. 01472 311222
Email: foi@tecpartnership.ac.uk

3. Guide for Submitting Requests – Right of Public Access

3.1 Before submitting FOI requests, individuals should ensure that the information is not already in the public domain.

3.2 To ensure a swift response the person requesting the information should:

- Specify as clearly as possible all the information required. All reasonable efforts will be made to locate the information, though it might be required to ask the requester to provide more detail if their original application does not allow to identify exactly what they want.
- State that the records are requested under the FOIA;
- Include contact details in case additional information is needed before answering requests;
- Make the requests in writing in any format for the attention of the FOI Officer. If the requester cannot make the request in writing because of a disability TEC Partnership

will help make the request another way – for example over the phone;

4. Responsibilities of Staff Members

- 4.1 An Information Request can be made to any TEC Partnership staff member and at this point has been received by the organisation. Staff should be aware that requests for information do not have to mention the Freedom of Information Act or explain why they are being made.
- 4.2 Staff should forward a request without delay to the FOI Officer – foi@tecpartnership.ac.uk. Staff should acknowledge the request and let the Information Requester know their request has been sent to the FOI Officer.

5. Exemptions - Releasing Information and Refusing Disclosure

- 5.1 The releasing of information and refusing disclosure is based on the exemptions set by the FOIA for which TEC Partnership is not required to provide the information requested
- 5.2 Where TEC Partnership considers a request is subject to an exemption, consideration will be given as to whether or not the information can be disclosed. This would take into account the public interest, the rights of the data subjects, legal and contractual obligations and confidentiality.
- 5.3 Where TEC Partnership considers an exemption applies to the information requested, the Information Requestor will be informed of its reasons, unless providing the reason would effectively mean releasing the exempt information. The Information Requestor will be explained of their right to complain to the Information Commissioner's Office (ICO).
- 5.4 A full list of exemptions can be found on the [ICO's website](#).

6. Charges

- 6.1. TEC Partnership has the right to charge applicants for supplying the requested information but is under no obligation to provide information if the cost of doing so would be in excess of an 'appropriate limit'. Any fee for handling a request will be calculated in accordance with the provisions of the [Fee Regulations](#).
- 6.2. If there is a fee we will contact the Information Requestor as soon as possible to inform them of the amount. We will not conduct a search or provide the information until the fee is paid. If the fee isn't paid within 30 days of the date of the notification, the request will be deemed to be cancelled.
- 6.3. Copies of publications / information listed in the publication scheme are available free of charge. Printed information on courses and services offered by TEC Partnership are also available free of charge, as are packs issued to people responding to notices of job vacancies.
- 6.4. TEC Partnership reserves the right to waive the charge.

7. How to Complain

- 7.1 If the Information Requester is unhappy with the way their request has been handled, they can request a review by contacting the College by email or by post to the contact details in Section 2.
- 7.2 If TEC Partnership is unable to resolve any complaint and this procedure has been exhausted then a complaint can be made to the [ICO](https://ico.org.uk/).

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
0303 123 1113
<https://ico.org.uk/>