

# Freedom of Information Policy

Effective From: 02 September 2016

Review Date: 01 September 2017

The logo for National College Creative Industries is contained within a blue rectangular border. The text is arranged in four lines: "NATIONAL", "COLLEGE", "CREATIVE", and "INDUSTRIES", all in a bold, black, sans-serif font.

## 1 INTRODUCTION

1.1 The National College for the Creative and Cultural Industries is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

## 2 Freedom of Information Act 2000 : Publication Scheme

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

2.2 The College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges in October 2008. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available. The Model Publication Scheme is attached as Appendix 1 to this policy document.

2.3 In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme; this guide is attached as Appendix 2 to this policy document.

## 3 How to access information

3.1 The College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

3.2 Some documents covered by the scheme are published in electronic format via the college's website or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

3.3 We ask that requests are made in writing and a response will normally be made within 20 working days.

## 4 Charging Policy

4.1 Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge.

4.2 We will calculate direct labour costs based on the time spent in researching and collecting the information which will be charged at a flat rate of £25 an hour, regardless of the actual costs per hour, and these costs will be charged if applicable. There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450. We will also charge ten pence plus VAT per photocopy or scanned document and/or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the College may waive the fee at its absolute discretion.

## 5 Contact and Complaints

5.1 The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is the College's Chief Executive.

## 6 Complaints outside the College

6.1 The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF