

1 Freedom of Information Act 2000 and Hopwood Hall College

- 1.1 The Freedom of Information Act is all about the right of access to information held by public authorities. The College is committed to being transparent in the conduct of its operations and to fully comply with the Freedom of Information Act
- 1.2 If you wish to obtain information about yourself, then the Data Protection Act 1998 will apply and you should make a Subject Access Request.
- 1.3 If the information that you are looking for is not about you, but is in relation to the College, then the Freedom of Information Act 2000 will apply.

2 Hopwood Hall Publication Scheme Introduction

- 2.1 Hopwood Hall College has adopted the Model Publication Scheme (MPS) for Further Education in England, Wales and Northern Ireland. You will find an introduction to the publication scheme Hopwood Hall College has used on this page. The Publication Scheme Classes for Hopwood Hall College contains the actual Publication Scheme.
- 2.2 This introduction to Hopwood Hall College publication scheme covers the following topics:
 - Legal requirement
 - What is a publication scheme?
 - The model publication scheme for further education
 - Who we are
 - Accessing information covered by the publication scheme
 - What about information not covered by the publication scheme?
 - Feedback
 - Further information

3 Legal requirement

- 3.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 3.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

4 What is a publication scheme?

- 4.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 4.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

[Hopwood Hall College's Publication Scheme](#)

5 The model publication scheme for further education

- 5.1 Hopwood Hall College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 5.2 This model is designed for Further Education Colleges and Sixth Form Colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of the institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 5.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the [JISC \(Joint Information Systems Committee\)](#) website.

6 Who we are

- 6.1 Hopwood Hall College is situated on two campuses, Rochdale and Middleton, five miles apart to the north-east of Manchester. We have a wide range of student facilities and support networks across both sites.
- 6.2 **The Rochdale Campus** is in the heart of Rochdale, a town 12 miles (19 km) from Manchester. The majority of the courses that are taught here are vocational skills-based courses in hairdressing, beauty and beauty therapy, construction, art & design. Facilities at the Rochdale campus include:
- Our popular training restaurant "The Cottons" – open to students, staff and the general public at very competitive prices
 - "The Image" – our hairdressing and beauty training salon – which offers to the students, staff and public a variety of treatments performed by qualified teaching and vocational staff.
- 6.3 **The Middleton Campus** is located in the green-belt and is only 8 miles (13 km) from Manchester. Public transport travels onto the site, with five dedicated bus services from Rochdale, Newhey, Failsworth, Shaw and Heywood.
- 6.4 A-levels, business and sport courses are taught on this campus. In addition to the college's residential accommodation the Middleton Campus has:
- A state-of-the-art £6 million building opened in September 2005, housing classrooms, learning resource centre, student services, cafeteria, bistro, shops and conference facilities.
 - A £3 million sports arena opened in 2002 and features a large sports hall which can be used for 5-a-side, basketball, volleyball, netball or badminton. It also houses a fully-fitted fitness suite of Oxide cardio and resistance training equipment.
 - A £1.5 million sports pavilion with an Astro Turf all weather pitch and floodlighting.

7 Accessing information covered by the publication scheme

- 7.1 The classes of information we publish are described in the second part of the scheme.
- 7.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

7.3 To request information available through our publication scheme, please contact:

The Freedom of Information Officer
Hopwood Hall College
Middleton Campus
Rochdale Road
MIDDLETON
M24 6XH
Tel: 0161 643 7560
Fax: 0161 643 2114
FOIA@hopwood.ac.uk

8 Accessing information covered by the publication scheme

8.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

8.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to fees regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

9 Feedback

9.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

The Freedom of Information Officer
Hopwood Hall College
Middleton Campus
Rochdale Road,
MIDDLETON
M24 6XH
Tel: 0161 643 7560
Fax: 0161 643 2114
FOIA@hopwood.ac.uk

9.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

10 Further information

10.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at: <http://www.informationcommissioner.gov.uk>

10.2 Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at: <http://www.scotland.gov.uk/government/foi>