

AWARD-WINNING EDUCATION

HOPWOOD HALL COLLEGE
**Freedom of
Information Act
2000 Policy**

2024-2025



Policy Cover Sheet

Please fill in the following details:

Policy Name	Freedom of Information Act 2000 Policy
Version Number	V1.1
Policy Owner	Matthew Taylor
Release Date	
Policy valid for	3 years

Documents included:

Completed Checklist (below)	X
Policy text	X
Filled in EIA	X

Where should this policy be shared? All policies will be shared on the HUB.

The HUB	X
Net Consent	
Website	X

Policy Checklist

Have you completed the following tasks:

Used the Microsoft Accessibility Checker	X
Used formatted headings	X
Used Arial 12pt font	X
Included numbered paragraphs	X
Included page numbers	X
Included alternative text for all images which accurately describe what's in the picture	N/A
Checked for gender neutral language e.g. remove dinner ladies, workmen, he/she and replaced with servers, contractors, they.	X
Used the full phrase instead of the acronym at least the first time	X
Used the spelling and grammar check	X
Gained feedback from colleagues to ensure the policy is clear and accurate	X
Included any legal, social or organisational changes since the last policy review	N/A
Reviewed the connected policies to ensure they are still active	X
Filled in the change log	X
Listened to the policy using the accessible reader	X
Reviewed the policy flowchart	X
Informed the EDI Manager of upcoming policy deadlines	

Sign Off: To be filled in by the named person only

	Name	Date
SLT		
Corporation (if required)		
Trade Union		
EIA		

Change log

Version number	Changes description	Major changes? Y/N	Initiator	Rationale	Date of completion	New version number
V1.0	Formatting and review of policy	No	Matt Taylor	Policy needed to be re-formatted	15/11/2024	V1.1

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1. INTRODUCTION

- 1.1. Hopwood Hall College is committed to the principles of freedom of information as set out in the Freedom of Information Act 2000 (FOIA). The College is committed to being transparent in the conduct of its operations and to fully complying with the Freedom of Information Act by making as much information as possible generally available through published documents (including those published on the College's website), as well as on request.
- 1.2. If you wish to obtain information about yourself, then the Data Protection Act 2018 will apply and you should make a [Subject Access Request](#). Further information on this can be found in our [Data Protection Policy](#) or from the Information Commissioner's Office [Right of access | ICO](#)
- 1.3. If the information that you are looking for is not about you, but is held by the College, then the Freedom of Information Act 2000 will apply. This policy also applies to requests for information made under the Environmental Information Regulations 2004 (EIR). Further information on the EIR can be found [What are the Environmental Information Regulations? | ICO](#).
- 1.4. To request this document in an alternative format please contact FOI@hopwood.ac.uk

2. SCOPE

- 2.1. The Freedom of Information Act (FOI) 2000 provides a right of access to information held by public authorities and sets out exemptions to that right of access. This Policy sets out how information can be accessed and requested.

3. AIM

- 3.1. Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 which promotes greater openness and accountability across the public sector by requiring all public authorities (which includes universities, further education colleges and sixth form colleges) to make information available proactively, through a publication scheme. Hopwood Hall College has adopted the ICO's Model Publication Scheme (MPS) Further information on it can be found [model-publication-scheme.pdf \(ico.org.uk\)](#).

3.2. Further guidance on this in relation to further education colleges can be found [definition-document-colleges-of-further-education.pdf \(ico.org.uk\)](#)

3.3. By adopting this publication scheme Hopwood Hall College has committed to make information available to the public as part of its normal business activities. The information covered is set out in the classes of information below, where we hold this information. The College's publication scheme is reviewed and updated on regular basis.

4. ROLES AND RESPONSIBILITIES

4.1. The college has a responsibility to provide information that is requested under the Freedom of Information Act 2000, and will provide this in a timely manner.

4.2. The Freedom of Information Officer FOIA@hopwood.ac.uk is responsible for reviewing and replying to any requests that the college may receive.

5. PROCEDURE

5.1. Accessing information covered by the publication scheme

5.1.1. The college routinely publishes information under the following classes:

- **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.
- **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections, and reviews.
- **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.

- **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer.** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

5.1.2. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

5.1.3. The publication scheme clearly sets out how the information described can be obtained. We have also indicated whether charges apply to material in each class. The purpose of the publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Any charges for routinely published material will be justified, transparent and kept to a minimum. Material which is published and accessed on our website will be provided free of charge. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5.1.4. To request information available through our publication scheme, which is not accessible on our website, please contact:

The Freedom of Information Officer

Hopwood Hall College

Middleton Campus

Rochdale Road

Middleton

M24 6XH

Tel: 0161 643 7560

Email: FOIA@hopwood.ac.uk

5.2. Accessing information not published under the publication scheme

- 5.2.1. Under the Freedom of Information Act 2000, individuals may request any recorded information held by a public authority which it has not already made available through its publication scheme.
- 5.2.2. Requests must be made in writing to the College's Freedom of Information Officer at the address above, or by emailing FOIA@hopwood.ac.uk. Further information on making a freedom of information request can be found at [How to access information from a public authority](#). Requests made under the EIR may be made verbally.
- 5.2.3. Under the Act, the College has a duty to offer advice and assistance to anyone who has made or is thinking of making a request. This means that if your request is unclear, the College will contact you to seek clarification, or if a request is not valid under the Act, the College will provide advice and assistance to bring the request within the scope of the Act.
- 5.2.4. The College does not charge a fee for responding to Freedom of Information requests. However, the College may charge for direct costs incurred in processing the request, such as photocopying, printing or postage.
- 5.2.5. Section 12 of the Freedom of Information Act allows public authorities to refuse a request where it is estimated that the cost of complying would exceed a set limit. This is called the appropriate limit. Where it is estimated that complying with a request will exceed this limit, the request may be refused, and advice and assistance will be provided to you to enable you to make a new refined request for any information held that may be available within the appropriate limit.

5.2.6. The College will acknowledge receipt of your request and will endeavour to respond within 20 working days of receiving the request and will notify you within that period if an extension is necessary. The College has a duty under the Freedom of Information Act to tell you whether or not information falling within the scope of the request is held and to provide that information (subject to exemptions). If the request is refused, the College must set out the reasons for refusing the request, citing the exemption(s) on which it is relying. Vexatious or repeated requests may also be refused.

5.2.7. If you are dissatisfied with the response to your request, you should contact the College using the details provided above within 20 working days to request an internal review. Further information on this can be found at [Request handling, Freedom of Information – Frequently Asked Questions | ICO](#). If you remain dissatisfied following internal review, you should contact the ICO at <https://ico.org.uk/make-a-complaint>

6. MONITORING AND EVALUATION

6.1. 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

Email: FOIA@hopwood.ac.uk

6.2. 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:

<https://ico.org.uk/make-a-complaint>

Information Commissioner

Wycliffe House

Water Lane

Wilmslow Cheshire SK9 5AF

6.3. More information about the Freedom of Information Act is available from the [Information Commissioner's Office](#)

7. DOCUMENTS ASSOCIATED WITH THIS POLICY

7.1. [Subject Access Request](#)

7.2. [Data Protection Policy](#)

7.3. [ICO Model Publication Scheme](#)

8. APPENDIX

8.1. Additional information for regarding this policy may be found in the Hopwood Hall College [Publication Scheme](#).