

ACCESS TO COLLEGE INFORMATION POLICY

1. INTRODUCTION

This framework sets out the policy of Stratford-upon-Avon College in relation to access to information and to meet the requirements of the Freedom of Information Act 2000 and the Data Protection Act 1998.

2. POLICY

Information about College activities is generally available to the public on request. In particular, the documents listed at Appendix 1 are readily available for inspection.

3. ACCESS TO COLLEGE DOCUMENTATION

- 3.1 Any person wishing to inspect the documents listed in Appendix 1 may do so by visiting the College Library within normal operating hours. In addition, the majority of these items are available and can be sent on an electronic basis or provided in a variety of formats e.g. Braille.
- 3.2 Copies of some of these documents are available free of charge.
- 3.3 Copies may be made available at a charge to cover the costs of copying where the costs are in excess of £200.

4. CONFIDENTIAL INFORMATION

- 4.1 Some information held by the College is confidential and will be withheld from any documentation or other information generally provided. In addition, the Freedom of Information Act does outline a number of exemption areas. Information falling into the categories listed in Appendix 2 would normally be withheld.
- 4.2 If any request is turned down on grounds of confidentiality, the College will give the reason for denying access.

5. RESPONSE TO ENQUIRIES

The College, to comply with the requirements of the Freedom of Information Act, has to provide information within 20 working days or advise why the request cannot be fulfilled. Where significant work is involved, the College reserves the right to charge for this time and any other costs incurred, in compliance with the Fees Regulations outlined in the Freedom of Information Act. Any such charge will be notified in advance to the person making the request to check that they wish to proceed. Where possible, alternative information or information sources will be given. Where the work involved is excessive, the College reserves the right to decline to provide information requested.

6. COMPLAINTS

The College has established a procedure for dealing with complaints published in its charter. Any person with a complaint about the availability of information should raise their complaint under this procedure. Copies of the procedure in a variety of different formats can be obtained from the Clerk to the Corporation. In addition the applicant can complain directly to the Information Commissioner.

APPROVED BY SEARCH COMMITTEE 7 JUNE 2011.

Appendix 1

DOCUMENTS GENERALLY AVAILABLE

- Agendas, papers and minutes of Corporation meetings;
- Statement of policy on attendance at Corporation and Committee meetings;
- Annual report and financial statements;
- The College Charter;
- The College Prospectus;
- Summary of the College inspection report;
- Information on examination results;
- Registers of interests;
- Code of Conduct;
- Instrument and Articles of Government;
- Code on Access to Information;
- Procedure on Whistle-blowing;
- Model Code of Ethics;
- Organisational Chart and Management Structure;
- Mission Statement; Strategic Plan
- College Quality Policy;
- College Governance Handbook;
- College Financial Regulations;
- Employment Issues including all policies and procedures;
- Race Relations and Equality policies including Equality and Diversity Policy; Single Equality Scheme;
- Staff Development including Staff Handbook, Probationary Procedures and Appraisal Policies;
- Tendering and Disposal policies;
- Building maintenance and upkeep;
- Map of main site;
- Address of main site and any other locations;
- Information on student admission, progression and completion;
- Student full- time and part-time enrolment procedures;
- Student Disciplinary Procedure Policy;
- Student Additional Learning support;
- Careers Guidance policy;
- Student Induction Policy;
- Behaviour Management Pre 16 + School Pupils Policy;
- Safeguarding Policy;
- Complaints and Compliments Procedure;
- Web 2.0 Policy;
- Student Educational Visit procedure;
- Inclusive Learning Policy;
- Tutorial Policy;
- Plagiarism Policy;
- Induction Policy;
- Student Support Information;
- Availability of information services including the Library helpdesks etc;
- Academic year dates;
- Guidance and Model Policy on the use and monitoring of Email and Internet;
- Handbook for students and employees with disabilities;
- Admissions Policy;
- Weapons Policy;
- Risk Management Policy.

CRITERIA FOR CONFIDENTIALITY

- Personal information relating to an individual regardless of race, religion or belief, gender, disability, sexual orientation, age, socio-economic status and human rights.
- Information provided in confidence by a third party who has not authorised its disclosure.
- Financial or other information relating to procurement decisions, including that relating to the College negotiating position.
- Information relating to the negotiating position of the College in industrial relations matters.
- Information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation.
- Legal advice received from or instructions given to the College legal advisers.
- Information planned for publication in advance of that publication.
- Hospitality etc
- Customer Care Policy