



DISCOVERY
EDUCATIONAL TRUST

Statutory Requests for Information Policy

Title	Statutory Requests for Information Policy
Author/Owner	IGS, Essex County Council (C4 2024)
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Ratified by	Audit and Risk Committee
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Statutory Requests for Information Policy

Discovery Educational Trust (DET) and its Schools are legally required to manage requests for information in order to comply with the Freedom of Information (Fol) Act 2000, the Environmental Information Regulations (EIR), the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018, and the Education (Pupil Information) (England) Regulations 2005.

This Policy details the rules that all staff, contractors and volunteers **must** follow when managing these statutory requests for information.

Policy Rules

1. DET and its Schools must **correctly identify** the law which applies to the information being requested, and manage the request in compliance with that law.
2. Information should be **released** unless there is a strong legal justification for withholding it.
3. Whenever DET/its Schools **refuse** to provide information, they must clearly and fully explain the reasons for the refusal.
4. DET and its Schools must provide **advice and assistance** to people making a request.
5. DET and its Schools must always try to **reply** as quickly as possible, but always within the legal deadline.
6. All employees must promptly **provide** all relevant information to a request coordinator, if asked.
7. If DET/its Schools decide to **charge** for information, they must do so in accordance with a published policy.
8. Where reasonable and practical, DET/its Schools must provide the information in the **format** requested by the requester.
9. When DET and its Schools respond to a request, they must tell the requestor about the **internal review** process.
10. When responding to a complaint, DET and its Schools must advise the requestor that they may **complain to the Information Commissioner's Office (ICO)** if they remain unhappy with the outcome.
11. DET/its Schools must maintain an up-to-date **Publication Scheme** available on their websites to meet their obligations under FOI/EIR.

How must I comply with these Policy Rules?

DET and its Schools have related policies, procedures and guidance, which assist staff in ensuring compliance with these rules. These include:

- Records Management Policy;
- Data Protection Rights Procedure;
- Publishing for Transparency Procedure;
- Subject Access Request Procedure;
- Statutory Requests for Information Guidance;
- Retention Schedules.

If you are unsure how to comply, you must seek advice and guidance from your Data Protection Lead/School Business/Office Manager.

What if I need to do something against this Policy?

If you believe that you have a valid business reason for an exception to these Policy Rules, having read and understood the reasons why they are in place, please raise a formal request by contacting the HT/SIRO on the below School email addresses:

- Chase High School – gdpr@chasehigh.org;
- Hogarth Primary School – gdpr@hogarth.essex.sch.uk;
- Kelvedon Hatch Community Primary School – gdpr@kelvedonhatch.essex.sch.uk;
- Larchwood Primary School – gdpr@larchwood.essex.sch.uk;
- St. Martin’s School – gdpr@st-martins.essex.sch.uk.

References

- Data Protection Act 2018/UK GDPR;
- Freedom of Information Act 2000;
- Environmental Information Regulation 2005;
- Education (Pupil Information) (England) Regulations 2005.

Breach Statement

Breaches of Information Policies, of which this Policy is one, are thoroughly investigated and may result in disciplinary action. Serious breaches of policy may be considered as gross misconduct and result in dismissal without notice, or legal action being taken against you.