



**BRIDGWATER
& TAUNTON
COLLEGE**

FREEDOM OF INFORMATION POLICY

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1. INTRODUCTION

The Freedom of Information Act 2000 (FOIA) imposes a number of obligations on public authorities, which for these purposes includes Bridgwater & Taunton College, to provide the public with wide rights of access to the College's records. This policy describes the ways in which the College is complying with the FOIA.

2. POLICY STATEMENT

The College is committed to being open and honest in the conduct of its operations and to comply fully with the FOIA

3. SCOPE

The Policy applies to all staff, students and members of the public who wish to exercise their right to access to College records. This policy should be read with reference to the Bridgwater & Taunton College Data Protection Policy and Procedure.

4. POLICY

4.1 Publication scheme

The College has adopted the model publication scheme [Scheme] developed by the Information Commissioner's Office and can be found at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>. The Scheme describes the information that a public authority publishes or intends to publish. The Scheme is not a list of the actual publications, because this will change as new materials are published or existing material is revised. It is, however, the College's commitment to make available the information described. The College will make available information it holds whether or not listed in the Scheme unless identified as not available under Exemptions section below.

4.2 Main Classes of Information

The Main Classes of Information details the categories of information and the manner in which this available. This is Appendix A.

4.3 Accessing information

Requests for information should be made to FOI@btc.ac.uk or made in writing to:

Director of Finance & Resources
Bridgwater & Taunton College
Bridgwater Campus
Bath Road
Bridgwater
TA6 4PZ

4.4 Timescales

The College will respond to any requests for information in accordance with the FOIA's requirement of 20 working days. In cases where there is an absolute exemption or other qualified exemption for not releasing the information the requestor will be informed of the reasons in writing within the 20-working day limit.

4.5 Exemptions

There will be occasions when the College will not be able to supply all the information requested in accordance as follows:

- The information is not held
- The information is exempt under of the FOIA's exemptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website to which we have already provided a direct link
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for the release

On such occasions the College will always state the reasons why the information has been withheld.

4.6 Costs for information requests

For most requests, the College will issue no charges. However, where the quantity of work required to satisfy the request exceeds reasonable limits the College will either refuse to provide the information or charge for its collation. The College will however consult with the requestor to discuss our decision and reasons. The College will also offer advice on how the request could be modified to avoid charges or refusal. For more information on charges and the reasons for their application please see the ICO's guidance note:

https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

4.7 Complaints

If the matter cannot be resolved by the Director of Finance & Resources, a formal complaint should be made following the College's Complaint procedure, please see <https://www.btc.ac.uk/the-college/about-us/complaints/>.

If the College is unable to resolve the complaint, the requestor can complain to the Information Commissioner, the independent body who oversees the FOIA, at: -

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

5. Review of Policy

This Policy will be reviewed every 3 years, unless there is a change of legislation.



Main Classes of Information

Who we are and what we do

Class	Description	Manner available
<i>Legal framework</i>	Further and Higher Education Act 1992	Visit gov.uk
	Instrument and Articles of Government	Available on College website
<i>How the College is organised</i>	Organisation Chart	Request in writing
	Corporation Structure	Available on College website
	Corporation Membership	Available on College website
<i>Organisations with whom the College works in partnership</i>	Business and community organisations	Request in writing
<i>Location and contact details</i>	College site maps and directions	Available on College website
<i>Student life</i>	Essential information	Available on College website

What we spend and how we spend it

Class	Description	Manner available
<i>Finance and Funding</i>	Annual financial statements	Available on College website
	Funding information	Request in writing
	Financial regulations	Request in writing
	Procurement	Available on College website

What our priorities are and how we are doing

Class	Description	Manner available
<i>Corporation and business plans</i>	Vision, values and mission	Available on College website
	Strategic priorities	Request in writing
<i>Corporate relations</i>	Links with stakeholders	Request in writing
<i>Government and regulatory reports</i>	Ofsted report	Available on College website

How we make decisions

Class	Description	Manner available
<i>Governance</i>	Terms of Reference	Request in writing
	Minutes	Available on College website

Lists and registers

Class	Description	Manner available
<i>Governance</i>	Corporation members' register of interests	Request in writing

Policies and procedures

All of our policies and procedures are available to view on the [College website](#).

The services we offer:

Class	Description	Manner available
<i>Facilities</i>	College sites	Available on College website
	Restaurants & Cafes	Available on College website
	Hairdressing & Beauty Therapy Salons	Available on College website
<i>Student services / Marketing</i>	Advice and Guidance	Available on College website
	Access/facilities for students with disabilities	Available on College website
	Enrichment programme	Available on College website
	Welfare Facilities	Available on College website
	Course directories and online course information	Available on College website
	Open Events	Available on College website
	Information for students	Available on College website
	Events Schedule	Available on College website
	Additional events	Request in writing
	Media releases	Available on College website
	Conference facilities	Request in writing