

*Review: September 2023*  
*Next Review Date: September 2024*



# **Cornerstone Academy Trust**

## **Freedom of Information Policy**

## Cornerstone Academy Trust - Policy Statement

### Freedom of Information Policy

The Cornerstone Academy Trust is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the **Freedom of Information Act 2000**:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our website.
- We will provide them information within **20 working (school) days**. If a qualified exemption applies and the Trust needs more time to consider the public interest test, the Trust will reply within the **20 working school days** stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made

Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested. Email **admin@tcat.education** or write to:

**Cornerstone Academy Trust**  
c/o Broadclyst Primary School  
School Lane  
Broadclyst  
Exeter  
EX5 3JG

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

If you do not accept our reasons for declining to disclose the information requested, you should write to the Chair of Trustees at the address included above:

If you are not happy with their response, you may wish to contact the Information Commissioner at:

**The Information Commissioners Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone 01625 545700 – helpline is open from 9am to 5pm, Monday to Friday  
Email: mail@ico.gsi.gov.uk

### Charges

The Trust aims to respond to a Freedom of Information request free of charge. However, if the applicant request means that the Trust will incur significant costs for example photocopying/printing or digital media, the Trust will then inform the Applicant of the costs before fulfilling the request. We aim to inform the Applicant before the 20 working school days.

Where the Trust have notified the Applicant, that a charge is to be made, the time period stops until payment is received and then continues again once the payment has been made.

**We may be unable to provide the information you request for any for the following reasons:**

- We do not hold the information; or
- We are applying an exemption to the disclosure.

It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18 person hours to gather the information).

If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The Trust will seek advice from its legal services provider as necessary to clarify any points or to help resolve any disputes over information requests.

**Refusal**

The Trust can refuse any request if:

- You estimate the cost of complying with the request will exceed the £450 limit and the cost of finding out whether you hold the information would exceed the £450 limit (e.g. if you would have to do an extensive search in a number of locations);
- Vexatious requests – The Trust can refuse to comply with any part of a vexatious request, including confirming or denying whether we hold the information. The Trust will take into account the context and history of a request, including the identity of the requester and previous contact with them. If the Trust decides to refuse for this reason, we will notify the requester and keep a record of the reasons for the decision.
- Repeated requests – The Trust can refuse repeated requests, whether or not they're also vexatious. The Trust will look into whether the request is complete or substantial overlap between the information sets requested by the same person.

**Recording Information Requests**

A Freedom of Information Tracker Database will be maintained. Including where refusal has been made. This will be maintained by the Data Protection Officer.

***For Internal Use***

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