Updated: February 2026

Cornerstone Academy Trust

Freedom of Information and Environmental Information Regulations Policy

Cornerstone Academy Trust - Policy Statement

Freedom of Information and Environmental Information Regulations 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 (FOI) and the Environmental Information Regulations 2004 (EIR)**:

- 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.

- If the requested data is not available on our website, we will endeavour, to provide the information within 20 working (school) days, unless an exemption or exception to disclosure applies. Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested. Email **DPO@tcat.education** or write to:

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

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.

Refusal

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

  - We do not hold the information.

  - We estimate that the cost of complying with the request would exceed the appropriate limit as outlined within Section 12 of the FOI Act and the Regulation 12 (4)(b) of the EIR.

  - We consider the request to be vexatious or repeated as defined under Section 14 of FOI Act and Regulation 12 (4)(b) of the EIR.

  - Another exemption or exception applies.

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 Liaison Officer.

If you are not happy with our response to your request, please contact the Data Protection Liaison Officer in the first instance to request an internal review of your response.

Should you still remain dissatisfied once the internal review has concluded, you may wish to contact the Information Commissioner at:

The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: icocasework@ico.org.uk

Updates to this Notice

Reviewed by (job role):	**Date:**	**Next Review Date:**
Full Trust Board	September 2023	September 2025
DPO / DPLO	February 2026	February 2028