

Blueprint Education Services - Freedom of Information Policy

Purpose

The Freedom of Information Act (FOIA) doesn't generally apply to limited companies, sole traders or charities. However, as we may supply services on behalf of a public authority, we may hold information in connection with those services which could be requested under FOIA.

Scope

This policy is applicable to the Board of Directors, staff, and any third parties employed or used by Blueprint Education Services Ltd, all of whom will be required to read and comply with this policy. This policy is applicable to all information held by Blueprint Education Services Ltd in electronic and paper format.

Policy Statements

A Freedom of Information Request is a request for any recorded information held by a public authority in England, Wales, or Northern Ireland. It includes printed documents, computer files, letters, emails, photographs, and sound or video recordings. The Freedom of Information Act 2000 (FOIA) gives anyone the right to ask any public sector organisation for all the recorded information they have on any subject. Anyone can make a request for information and there are no restrictions on age or nationality. The FOIA does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a

public authority holds about them, they should make a data protection subject access request to them.

The public authority is responsible for responding to the request, and for deciding whether the information can be released to the public. We will support them by providing any information we have that they'll need for their reply.

Implementation

If we receive a FOIA request directly, we will redirect it to the public authority that we are working with, within 1 working day as it's their responsibility to reply. However, we will support them in providing any information they'll need for their reply.

We will support the public authority by providing all information we hold to respond to their request within 5 working days to the public authority. This will enable the authority to provide the response within 20 days of the request being made.