



## LMA Freedom of Information Policy

### LMA will comply with:

- The terms of the Freedom of Information Act 2000 and any other relevant legislation to ensure requests for access to information held by the organisation are treated in a manner that is fair and lawful.
- Information and guidance displayed on the Information Commissioner's website: <https://ico.org.uk/>

This policy should be used in conjunction with the organisation's Data Protection Policy.

### Data Gathering and Storage

- Information will only be gathered and stored for specified purposes.
- In order to be able to respond to requests for information, LMA will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
- Information held by LMA will be regularly reviewed with a view to archiving or destruction, where appropriate.

### Dealing with Requests for Information

- Theoretically any request for information is a request under the Freedom of Information Act, however LMA has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.
- The Environmental Information Regulations 2004 will be utilised to handle requests for environmental information.
- Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, hospital).
- LMA will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- LMA will supply data requested within 20 working days subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of Information requests or not.
- The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the request does not exceed this amount, LMA is not entitled to make a charge for fulfilling the request.
- A designated member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request.

- Persons requesting data will be supplied with a copy of LMA's complaints procedure upon request. Any complaints regarding Freedom of Information requests must first be addressed by LMA. If, once LMA have had the opportunity to reconsider the decision, LMA believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.

### **Applying Exemptions**

- A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.
- The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three members of the Senior Leadership Team.
- The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group at least three members of the Senior Leadership Team. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.
- Legal advice will be sought, if there is any doubt as to whether information should be disclosed.

### **Logging Requests Received**

LMA will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person, or organisation, making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

### **How to make a Freedom of Information Request**

- Under the terms of General Data Protection Regulation (subject Access), you are allowed to ask for any information held about you as an individual. For example, you may wish to see your staff or student record. Further information can be found at:  
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>
- To submit your request, you should complete the Request Form in Appendix 1 and email to [danielle.case@lma.ac.uk](mailto:danielle.case@lma.ac.uk)

## **Freedom of Information Request Form**

Title:
First Name:
Surname:
Address:
Postcode:
Telephone Number 1:
Telephone Number 2:
Email:
<p>To allow your request to be dealt with quickly and efficiently, please give as much information as possible about your request.</p> <p>Details of Request:</p>
<p>The information you have provided on this form will be processed by LMA for administration purposes. Your details will be kept in a secure location and will not be disclosed to other organisations or third parties without your permission unless we are legally required to do so.</p> <p>LMA ensures information is stored and handled in accordance with data protection law.</p> <p>Please submit this form by emailing <a href="mailto:danielle.case@lma.ac.uk">danielle.case@lma.ac.uk</a></p>

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