



Hope Academy

A joint Catholic & Church of England Academy

FREEDOM OF INFORMATION/ DATA PROTECTION CHARGING POLICY

Mission Statement:

Working together to inspire excellence guided by Christian values

APPROVED	December 2015		
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

CHARGING POLICY

1. The Scope and Purpose of the Policy

- 1.1 The Academy may levy a charge in response to requests for information in accordance with the following legislation:
- a) Data Protection Act 1998
 - b) Freedom of Information Act 2000
- 1.2 The purpose of this policy is to clarify the legislative restrictions on charging, the internal allocation of responsibilities and duties and to provide a public framework as to the likely charges applicable.

2. Relationship with Existing Policies

This policy should be read in conjunction with the:

- a) Public Access to Information Policy
- b) Data Protection Policy
- c) Records Management Policy

3. Responsibilities

- 3.1 The Academy is required to have a charging policy with respect to the Freedom of Information and Data Protection and to publicise this policy.
- 3.2 The Senior Officer responsible for compliance with the legislation and collection of any related charges is the Principal.
- 3.3 In accordance with the Data Protection Policy and the Public Access to Information Policy the Principal shall nominate their PA who shall be responsible for the administration of the relevant charges.

4. Data Protection Act 1998

Under the Data Protection Act the standard fee is £10 per request and this is unconnected to the volume or complexity of the request. Currently the Academy does not have an 'open-file' policy in respect of staff or student personal files. All requests from individuals for access to their personal file(s) for their own purposes, should normally be channeled through a formal subject access request procedure. The standard fee will be payable.

5. Freedom of Information Act 2000

- 5.1 Under the Freedom of Information Act the Academy may charge for the costs of searching for and extracting information. Where this is estimated to exceed the appropriate limit. The appropriate limit is defined in the supporting fees regulations and is currently £450, or 18 hours based on a flat rate of £25 per hour per member of staff. Where it is estimated that it will take longer than 18 hours to locate and/or retrieve all the information requested, the School providing the estimate may be asked to supply evidence or provide a detailed breakdown of search costs to the Freedom of Information Officer.
- 5.2 Where a request under the Freedom of Information Act exceeds the appropriate limit the Freedom of Information Officer shall either issue a fees notice and/or, having consulted with the Principal, refuse the request under Section 12 and advise the requester as to what is available under the threshold.

6. Summary of Charging Regimes

Italics indicate statutory

	Freedom of Information	Data Protection
Standard charge	<i>n/a</i>	<i>£10</i>
Threshold charge for searching/ retrieving information:	<i>>£450</i>	<i>None</i>
Hourly rate for estimating costs of searching/ retrieving information	<i>£25</i>	<i>n/a</i>