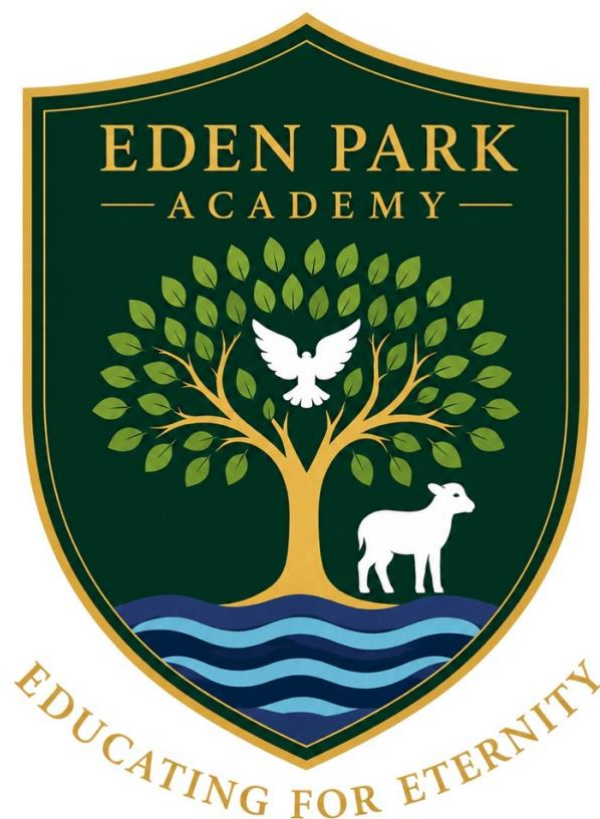


Eden Park Academy

Freedom of Information

Policy



Approved by:	The Board of Governors	Date: 31 st of August 2026
Last reviewed on:	1 st September 2025	
Next review due by:	31 st August 2027	

Introduction

Eden Park Academy is committed to promoting transparency and accountability while protecting confidential information relating to individuals and the school. As a private, independent school, we are not subject to the Freedom of Information Act 2000 in the same way as public institutions, but we believe in the importance of being open with stakeholders, including parents, staff, and students. This policy outlines our approach to handling requests for information, while balancing our obligations under other relevant legislation such as the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Purpose

This policy sets out how Eden Park Academy will manage requests for information while ensuring the protection of personal and confidential data. The policy aims to:

1. Promote openness, transparency, and accountability within the school.
2. Clarify the types of information that are available upon request.
3. Ensure compliance with data protection legislation when handling personal information.
4. Provide a clear framework for responding to requests for information from stakeholders.

Scope

This policy applies to all staff, parents, and stakeholders requesting access to information held by Eden Park Academy. It includes information relating to the operation of the school, policies, and non-personal data. However, requests for personal data are handled separately under our Data Protection and Privacy Policy.

Roles and Responsibilities

1. **Board of Governors**

The Board of Governors is responsible for overseeing the implementation of this policy and ensuring that the school maintains high standards of transparency while complying with all relevant legal obligations.

2. **Headteacher**

The Headteacher is responsible for managing and authorising responses to freedom of information requests, ensuring that they are handled efficiently and in accordance with this policy.

3. **Data Protection Officer (DPO)**

The school's DPO will monitor the school's compliance with data protection

legislation and ensure that personal data is only disclosed in accordance with the Data Protection Act 2018 and GDPR.

4. Staff

All staff are responsible for adhering to this policy and ensuring that requests for information are forwarded to the appropriate person for action. Staff must ensure that they do not disclose personal or confidential information without proper authorisation.

Types of Information Available

Eden Park Academy makes the following types of information available to stakeholders:

1. School Policies and Procedures

These include, but are not limited to, the school's policies on safeguarding, health and safety, curriculum, behaviour, and admissions. Many of these policies are available on our website or upon request from the school office.

2. Financial Information

As a private, independent school, we are not obliged to disclose detailed financial information. However, general information about tuition fees and financial policies may be requested.

3. Governance Information

Details about the structure and responsibilities of the school's Board of Governors are available on request.

4. School Performance and Achievements

General information about school performance, including examination results and key achievements, may be available for public consumption. However, individual pupil data will not be disclosed without appropriate consent.

Requesting Information

Stakeholders may request information that is not readily available on the school's website or through published materials. Requests must be made in writing to the Headteacher or Data Protection Officer and should include:

1. The name of the person requesting the information.
2. A clear description of the information requested.
3. Contact details for correspondence.

Exemptions and Limitations

Eden Park Academy may refuse to disclose information if it falls under the following exemptions:

1. **Personal Data**

Information that relates to identifiable individuals is protected under data protection laws and cannot be disclosed unless there is a legal basis to do so. Requests for personal data should be made in accordance with the school's Data Protection and Privacy Policy.

2. **Confidential and Commercially Sensitive Information**

Some information may be exempt from disclosure if it is considered confidential, commercially sensitive, or would undermine the school's ability to function effectively. This includes information that could damage the school's reputation, affect its financial position, or breach confidentiality agreements.

3. **Vexatious or Repeated Requests**

The school reserves the right to refuse requests that are considered vexatious, unreasonable, or repetitive.

4. **Cost and Resource Burden**

If the cost of retrieving and providing the requested information is excessive or would place an undue burden on school resources, the school may refuse the request. In such cases, we will offer advice and assistance to help the requester refine their request.

Response Timeframe

Eden Park Academy will respond to written requests for information within 20 school days. If the request requires additional time to process due to its complexity or volume, the requester will be informed of the delay and provided with a revised response date.

Appeals and Complaints

If a request for information is refused, or if the requester is dissatisfied with the response, they may appeal the decision by writing to the Headteacher. The school will review the decision and respond within 10 school days. If the requester remains unsatisfied, they may escalate the complaint to the Board of Governors.

Data Protection and Privacy

Eden Park Academy is committed to ensuring that personal data is handled in accordance with the Data Protection Act 2018 and GDPR. We will only disclose personal data where there is a lawful basis to do so, and any information shared will be limited to what is necessary. The

school's Data Protection and Privacy Policy provides further details on how personal data is processed.

Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and Board of Governors to ensure its continued relevance and compliance with any changes in legislation.

Eden Park Academy values transparency and accountability while protecting the privacy of our students, staff, and stakeholders. We are committed to providing information in a fair and responsible manner, ensuring compliance with legal and ethical obligations.

Contact Information

For any queries regarding this policy or to make an information request, please contact the Headteacher or Data Protection Officer at:

Eden Park Academy

The Head Teacher

Headteacher

headteachersenco@theedenschool.com