

# **Freedom of Information Publication Scheme**

2014-16



## **1. Introduction**

This guide has been produced as a requirement of the Information Commissioner's Office (ICO).

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further education has been adopted by South Thames College.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expect them to make available unless:

- they do not hold the information
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website; such information may have been provided either by the college or on its behalf. The college must provide a direct link to the information
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from [www.ico.gov.uk](http://www.ico.gov.uk)

## **2. Information made available by the College**

The College makes the following information available:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

### 3. How to obtain information

Information can be obtained:

- Via the College website [www.south-thames.ac.uk](http://www.south-thames.ac.uk)
- By email to: [data.officer@south-thames.ac.uk](mailto:data.officer@south-thames.ac.uk)
- In writing to: The Principal  
South Thames College  
Wandsworth High Street  
London  
SW18 2PP

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Or via the Information Commissioner website at [www.ico.gov.uk](http://www.ico.gov.uk)

### 4. Charges for information

The College may make a reasonable charge for information which is not available on its website.

The College will make no charge for requests which cost less than £450.

The cost of £450 is calculated at £25 per hour per person for the time taken to retrieve, prepare and send the information. If a request is considered to exceed £450, we will try to help you refine your request so that it falls within the £450 threshold.

In some cases the College may charge printing and postage costs. These will be estimated at:

- Printing - £0.03p per black and white page and £0.10p per colour page.
- Postage – cost of 2nd class or recorded post as appropriate; estimated via [www.royalmail.com](http://www.royalmail.com)

These should not exceed £10.

The College will inform you of the total estimated cost before we produce the information. If you deem costs to be too high, we will try to help you refine your request to reduce the price.

If you decide not to pay then we will not release the information.

## 5. Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with within the parameters of the College's Complaints Procedure which can be viewed at any of the College campuses, on the College website or made available on request.

Complaints, in writing, should be made to the Complaints Officer and emailed to [complaints.officer@south-thames.ac.uk](mailto:complaints.officer@south-thames.ac.uk)

<b>Approval</b>	
<b>Produced by:</b>	Head of Planning & CIS January 2015
<b>Approved by:</b>	SLT March 2015
<b>Review by:</b>	July 2016