



Coleg Gŵyr Abertawe
Gower College Swansea

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

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GUIDANCE ON GOWER COLLEGE SWANSEA FREEDOM OF INFORMATION PUBLICATION SCHEME

The Freedom of Information Act 2000

The Freedom of Information Act 2000, aims to promote openness and accountability across the public sector by giving a general right of access to all types of 'recorded' information held by public authorities, which includes all further education colleges.

It requires Gower College Swansea to adopt and maintain a publication scheme, a document which outlines the information that the College publishes or that which will be published in the future. It is not a list of documents but a guide to the different 'classes' or types of information which the College is committing to make publicly accessible.

The model publication scheme for further education

Gower College Swansea has adopted version 3 of the model publication scheme prepared for the further education sector and valid from August 2013. This intends to assist the public in accessing information across the sector. However some information will be exempt from disclosure. Exemptions covered by the Act include national security, law enforcement, commercial interests and data protection.

Accessing information covered by the publication scheme

The classes of information we will publish under this act are described below. Where it is within the capacity of the college, information will be provided on the website. Where it is impracticable to make information available on the website, we will indicate how information can be obtained by other means and provide it by those means.

These classes are:

Who we are and what we do	Organisational information, structure and contacts
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
What are priorities and how are we doing	Strategies and plans, performance indicators, audits, inspections and reviews
How we make decisions	Decision making processes and records of decisions
Our Policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities
Lists and registers	Any information we are currently legally required to hold in publically available registers and asset registers
The services we offer	Information about the services we offer, including leaflets, guidance and newsletters

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Making a request under the publication scheme

To request information through the publication scheme contact

Clerk to the Corporation
Gower College Swansea
Tycoch Road
Sketty
Swansea
SA2 9EB

foi@gowercollegeswansea.ac.uk

Tel (01792) 284222

Privacy Notice

The College is the controller in relation to collection of the personal data necessary to process requests made under the Freedom of Information Act and a privacy notice is attached to this policy.

Fees and Charges

Section 12 of the Freedom of Information Act provides that a public authority may refuse a request if it estimates that the cost of complying with the request would exceed the appropriate limit. The appropriate limit for the College is £450. In estimating the costs it expects to incur the College is allowed to charge the following activities at a flat rate of £25 per hour of staff time:

- Determining whether the information is held
- Locating the information or a document which may contain the information
- Retrieving the information or a document which may contain the information; and
- Extracting the information from a document containing it.

March 2019

Privacy Notice

Introduction

This Privacy Notice explains what personal data we collect when you made a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations, why we collect it and what we will use it for.

We collect the information directly from you when you submit a request.

Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data Gower College Swansea holds on you
- require Gower College Swansea to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

How long will Gower College Swansea keep your information?

Gower College Swansea will hold the personal data collected for a period of three years after a response has been made to your request.

Contacts

For further information about the information which Gower College Swansea holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:
Data Protection Officer, Gower College Swansea, Tycoch Road, Swansea, SA2 9EB
dpo@gcs.ac.uk

To contact the Information Commissioner's Office, please see details below: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

<https://ico.org.uk/>

Notifications of changes

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of Gower College Swansea's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our website at www.gcs.ac.uk

What personal information about you is collected and used by Gower College Swansea?

Personal Data

When you submit a request to the College we ask for:

- identity details
- contact details

How will your data be used by the Gower College Swansea?

We will use your personal data to comply with our legal obligations, and the processing is necessary for the performance of a task carried out in the public interest.

The information provided will be used for the following purposes:

- To contact you about your request if we require any clarification or further information pursuant to your request, to update you on the progress of your request and to respond fully to your request and any subsequent complaint in to the handling of the request or the decision reached.
- Section 8 of the Freedom of Information Act 2000 states that a request should contain the name of the applicant and an address for correspondence.

FOI/EIR requests received by the College will be logged and stored electronically and in paper copy while they are progressed.

Who we share your data with

The personal data we collect in relation to your request will not be shared within the College. However it may be shared with the Information Commissioner's Office (ICO, as the regulator for the Freedom of Information Act and Environmental Information Regulations; to a court, tribunal, party or prospective party where the disclosure is necessary in order to exercise, establish or defend a legal claim; where we are ordered to by a court or tribunal or where we are otherwise required to do so by law.

Security Arrangements for your data held by Gower College Swansea

The College has robust Information Security policies in place to protect your information. All staff in the College have a responsibility to make sure that your data is handled securely. The data Gower College Swansea collects about you will be stored in an access controlled secure system.

August 2018