

Ewyas Harold Primary School



Internal Review procedure for Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR) requests

Date Produced	November 2021
Original Author	Claire Jacobs FOI / EIR Officer
Version	2.0
Date Ratified by Governors	March 2024
Review term	Bi-annual
Review Due	Spring 2026

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) provide you with the right of access to information held by Ewyas Harold Primary School. It does this in two ways:

- Public authorities are obliged to publish certain information about their activities, via the Publication Scheme.
- Members of the public are entitled to request recorded information held by public authorities.

The School will make every effort to ensure that requests are answered promptly and professionally, and that the Publication Scheme is kept up-to-date. However, if you are not satisfied, you have the right to request a review into the response that you have received regarding your request for information, or, to complain about our handling of your request, or our Publication Scheme.

There is a legal requirement under the EIR for public authorities to have an internal review procedure in place. The Information Commissioner’s Office (ICO) recommends that it is good practice for authorities to also have a review process for FOIA requests, and consequently the School has adopted the same procedure for dealing with reviews into, or complaints about, requests dealt with under the FOIA. This procedure also applies to complaints concerning the Publication Scheme.

In this procedure, ‘complaint’ refers to an expression of dissatisfaction with the School’s compliance with the above legislation or a request for an internal review of the decision to withhold information in response to a request to access recorded information held by the School.

What can you request a review about?

<p>Complain about the way we handled your request -</p>	<p>Our failure to respond within 20 working days following the date of receipt, excluding any day which is not a school day (equates to a period of 20 school days) or 60 working days, whichever is the shorter period; or to explain why longer than this timescale was required.</p> <p>Our failure to provide proper advice and assistance.</p> <p>Our failure to provide information in the requested format.</p> <p>Our failure to properly explain any reasons for refusing the request, or correctly apply</p>
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	<p>an exemption i.e. we refused to disclose information for the wrong reason</p> <p>Our failure to explain whether or not we hold the information requested.</p> <p>If you disagree with our interpretation of your request.</p>
Request an internal review about a decision to -	<p>Refuse access to information.</p> <p>Withhold some or all of the information requested.</p> <p>Charge a fee for providing information.</p>
Compliance with the Publication Scheme	<p>Our failure to include information or inclusion of out-of-date information.</p>

What can't you request a review about?

Not liking the answer you have received – for example, a report shows the School's expenditure, and you think more / less should have been spent on some items.	<p>If you are unhappy with the implications of the information provided to you, you will need to discuss this with the Headteacher or Chair of Governors outside of the FOIA / EIR process.</p>
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How do I request a review or complain about your handling of my request?

You must put your request for an internal review or complaint about our handling of your request in writing. Please send this to:

Headteacher

Ewyas Harold Primary School

School Road

Ewyas Harold

Herefordshire

HR2 0EY

Email: admin@ewyas-harold.hereford.sch.uk

Your request should be made within 40 working days after receipt of our response. Unless there are extenuating circumstances, requests made more than 40 working days after the response will not be considered.

Please explain clearly the reasons why you disagree with our response, or are dissatisfied with the handling of a request or with our Publication Scheme. You may provide supporting evidence if applicable, or give your own reasons for why you should have the information if you don't think these have been considered. Any information you provide will be used to help assess your request.

What can I expect?

- Your request for a review of our response, or the handling of it, will be considered free of charge.
- It will be acknowledged promptly and within 5 school days of receipt.
- You will be informed of the target date for a response.
- Requests for review of responses to, or the handling of, requests or the Publication Scheme will be dealt with as soon as possible, and in any event, within 20 working days following the date of receipt, excluding any day which is not a school day (this effectively equates to a period of 20 school days); or 60 working days, whichever is the shorter period, in accordance with the FOI Code of Practice.
- In exceptional circumstances (for example, the review is complex, requires consultation with third parties or the relevant information is of a high volume) it may be necessary to extend the deadline for response. Any extension will be for no more than an additional 20 working days. If this is the case, you will be informed and given an explanation of the delay, and a new deadline, will be confirmed.
- In the event that clarification of a request for an internal review is required we will seek this from you e.g. it is not clear what you are dissatisfied with in particular. The response period will not begin until the clarification is received.
- The review of responses to, or the handling of, requests, will be dealt with in a fair and impartial manner. As such the review will be undertaken by a panel of 3 nominated Governors who did not deal with your original request.

- The Governors on the reviewing panel will be trained / have an understanding of FOIA and EIR legislation.
- The reviewing panel will make a fresh decision based on all available evidence at the date of your request. As part of this process, the panel may need to consult with the member of staff that provided the information originally to build a full picture as to how and why previous decisions were made. However, the panel is not bound by any views on the internal review expressed by those who dealt with the original request, their views will simply be treated as background information, rather than a suggestion of how to handle the review.
- The reviewing panel will make a decision about the validity of the exemptions applied, and whether the School has complied with its statutory duties. The panel may also apply different or additional exemptions. The panel will let the requester know, in writing, the outcome of the review, giving a full explanation.

Possible Outcome	Action that will be taken
Information should be disclosed which was previously withheld.	The information in question will be provided as soon as practicable and you will be informed how soon this will be.
Procedures have not been properly followed by the School.	An apology will be provided. Appropriate steps will be taken to prevent similar errors occurring in future. Any recommendations to improve our internal processes to prevent a future occurrence will be made to the Governing Body / Headteacher.
The initial decision to withhold information is upheld, or otherwise, in the School's favour.	You will be informed of the decision and the reasons for this, and told about your right to appeal to the ICO.
Information should be included in the Publication Scheme or should be updated	Complaint upheld and an apology will be offered. The scheme will be updated to include the information / update information.

	Appropriate steps will be taken to learn lessons.
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- Please note that abuse of the review procedure, such as repeated requests for review, where there are insufficient grounds, following every request made, may be considered vexatious or unreasonable behaviour.

What can I do if I am not satisfied with the response?

If your request for a review of our response, or handling of this, is not resolved to your satisfaction, you have the right of appeal to the ICO for a decision.

The ICO can be contacted as follows:

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

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

Email: casework@ico.org.uk

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number)