

**Teitl:** Polisi Rhyddid Gwybodaeth a Chynllun Cyhoeddi  
**Title:** Freedom of Information Policy and Publication Scheme

**Dyddiad Cyhoeddi:** 03/ 2014  
**Issue Date:**

**Poisi ar gyfer:** Pawb yn y Coleg a'r Cyhoedd  
**Policy for:** Everyone at the College and the Public

Cydraddoldeb ac Amrywiaeth / Equality and Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact Assessment
Effaith ar yr Iaith Gymraeg	Welsh Language Impact
Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval:

<b>Perchennog y Ddogfen:</b> <b>Document Owner:</b>	Swyddog Llywodraethu a Chlerc Governance Officer and the Clerk	
<b>Ymgynghoriad / Consultation:</b>	Archwilwyr Mewnol - Wylie & Bisset Internal Auditors - Wylie & Bisset	
<b>Dyddiad Cymeradwyo:</b> <b>Date Approved</b>	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	n/a
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	n/a
	Pwyllgorau'r Bwrdd / Board Committees:	
	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	28/11/22
	Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	n/a
	Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	n/a
	Bwrdd Llywodraethol / Governing Body	13/12/2022
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	Rhagfyr 2023 December 2023	



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<b>1</b>	<b>Introduction</b>
1.1	Under the Freedom of Information Act 2000 (FOI) Coleg Cambria is required to adopt and maintain a publication scheme that sets out the information the College intends to proactively publish as a matter of routine. The purpose of a publication scheme is to promote greater openness by ‘public authorities’ which includes colleges.
1.2	This publication scheme commits Coleg Cambria to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by College.
1.3	The General Data Protection Regulation 2018 (GDPR) requires that the College is under a legal duty to protect personal data as required. The College will carefully consider its responsibilities under the GDPR before disclosing personal data under FOI about living individuals, including current and former members of staff, governors and students.
1.4	Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
<b>2</b>	<b>Scope of the Scheme</b>
	The scheme commits the College to: <ul style="list-style-type: none"> <li>(a) Publish or otherwise make available as a matter of routine, information which is held by the College and falls within the classifications below (See Paragraph 3).</li> <li>(b) Specify the information which is held by the College and falls within the classifications below.</li> <li>(c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.</li> <li>(d) Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.</li> <li>(e) Review and update on a regular basis the information the College makes available under this scheme.</li> <li>(f) Produce a schedule of any fees charged for access to information which is made proactively available.</li> <li>(g) Make this publication scheme available to the public.</li> </ul>
<b>3</b>	<b>Classes of Information</b>
3.1	<u>Who we are and what we do.</u> Organisational information, locations and contacts, constitutional and legal governance.
3.2	<u>What we spend and how we spend it.</u> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3.3	<u>What our priorities are and how we are doing.</u> Strategy and performance information, plans, assessments, inspections and reviews.
3.4	<u>How we make decisions.</u> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
3.5	<u>Our policies and procedures.</u> Current written protocols for delivering our functions and responsibilities.
3.6	<u>Lists and registers.</u> Information held in registers required by law and other lists and registers relating to the functions of the authority.
3.7	<u>The services we offer.</u> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
<b>4</b>	<b><u>Exemptions and Absolute Exemptions under the Act</u></b>
4.1	A list of exemptions and absolute exemptions where the public interest test applies are listed under <u>Appendix 2.</u>
4.2	This class of information will not generally include <ul style="list-style-type: none"> <li>● Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.</li> <li>● Information in draft form.</li> </ul>

	<ul style="list-style-type: none"> <li>Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.</li> </ul>
<b>5</b>	<b>Methods by which information published under this scheme will be made available <i>and the Timescale for Dealing with Requests:</i></b>
5.1	The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
5.2	Where it is within the capability of the College, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, the College will indicate how information can be obtained by other means and provide it by those means.
5.3	In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
5.4	Information will be provided in the language in which it is held or in such other language that is legally required. Where a college is legally required to translate any information, it will do so.
5.5	Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
5.6	Wherever possible, requests shall be dealt with within a 20 working day time frame. However, where it is not possible or the College is unlikely to meet the 20 working day time frame (e.g. because of complexity of the request/data to be gathered) the customer will be promptly contacted and agreement will be reached on a revised date for delivery of information. (See also Paragraph 6.3 below)
5.7	Redaction of information is the process whereby information is made unreadable or inaccessible within a document. This may involve blocking out individual words, sentences or whole blocks of text/images. When making a decision to withhold information, the College will consider the possibility of providing redacted copies of documents. Managers responsible for the information will work with the Governance Officer and Clerk to identify if redaction is a suitable course of action. Redaction will only be used where an exemption can be applied to specific information contained in the document. The College's response will state which exemption has been applied to each redacted section and where necessary, how the Public Interest Test has been applied. Redaction may enable information to be released in part, however if the process results in the overall sense of the document being lost, or the document becoming difficult to read, then the College may decide the information will be withheld in full under the relevant exemption.
<b>6</b>	<b>Charges</b>
6.1	The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.
6.2	Material which is published and accessed via a website/intranet will be provided free of charge.
6.3	Charges may be made for actual disbursements incurred such as: <ul style="list-style-type: none"> <li>photocopying</li> <li>postage and packaging</li> <li>the costs directly incurred as a result of viewing information</li> </ul> Please note that any fees and charges due are received prior to requested information being provided.
6.4	Documents not published on the College website/intranet which require a search (electronic format) will be provided at a cost of £10 per document.
6.5	Documents not published on the College website/intranet which require a search (printed format) will be provided at a cost of £10 per document plus photocopying costs (see 6.3 above).
6.6	If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.
6.7	Please note when the work requires significant time and resources to locate and prepare, resulting in costs in excess of £450 the College may decide to refuse the request. If a request is to be refused on the basis of cost, the Governance Officer and Clerk will contact the requestor and inform them. The requestor will be offered advice on amending the scope of the request to reduce the cost. Where a fee is requested, the 20 working day 'clock' will be paused pending confirmation that the requestor is willing to pay the fee and receipt of payment.
<b>7</b>	<b>Requests for Information</b>
	Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Please contact:  Siân Clark Governance Officer and Clerk to the Governing Body,

	<p>Coleg Cambria, Yale Site, Grove Park Road, Wrexham, LL11 7AB  Phone No: 07514 803272  Email: sian.clark@cambria.ac.uk</p>
<b>8</b>	<b>Feedback</b>
8.1	It is important that this publication scheme meets your needs. If you find the scheme is difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved.
8.2	Any questions, comments about this scheme should be sent in writing to Sian Clark, Governance Officer and Clerk to the Governing Body (see contact details under paragraph 7)
8.3	<p>If you have a complaint against the way in which your request was processed or managed, this will be dealt with through the College's Complaints Procedure. Please direct your complaint to:</p> <p>Cath Sullivan, Deputy Chief Executive People Experience &amp; Culture  Coleg Cambria Deeside, Kelsterton Road, Connah's Quay, Deeside CH5 4BR  Phone No: 01978 267488</p> <p>An acknowledgement receipt of your complaint will normally be provided within five working days.</p>
<b>9.</b>	<b>Appeal against the Decision</b>
9.1	Your request for an internal review of the College's decision with respect to your request must be made in writing (an email is sufficient for these purposes) to the Clerk of the Governing Body as detailed above. An appeal should be sent within 40 working days of the response to your original request.
9.2	Full details of the background behind your appeal must be provided e.g. what you are appealing against supported by specific reasons as to why you are unhappy with any part of the College's response.
9.3	Once the review has been completed you will receive a response informing you of the outcome and as appropriate, any remedial action that may be taken.
9.4	An acknowledgement receipt of your appeal will normally be provided within five working days.
9.5	<p>However, if we are unable to resolve your appeal you have the right to contact the Information Commissioner, the independent body who oversees the Freedom of Information Act:</p> <p>Information Commissioner's Office – Wales  2<sup>nd</sup> Floor, Churchill House  Churchill Way  CARDIFF CF10 2HH  Telephone: 0330 414 6421  Email: wales@ico.org.uk  <a href="https://ico.org.uk/about-the-ico/who-we-are/wales-office/">https://ico.org.uk/about-the-ico/who-we-are/wales-office/</a></p>
<b>10.</b>	<p><b>Other College Policies</b> – to obtain a copy of the following policies, please contact the Governance Officer and Clerk to the Board whose contact details are noted under paragraph 7:</p> <ul style="list-style-type: none"> <li>● Complaints</li> <li>● Data Protection</li> <li>● Whistleblowing</li> <li>● Privacy Policy/Notice for Learners, Employers and Governors</li> </ul>