



Freedom of Information Statement 2019

By	Review period	Method
Full Governing board	B-annual	Meeting February and May 2019

Ownership: Human Resources and Data compliance Manager

Revision History

Review	Changes	Next review date
New statement		November 2020

Romero vision

“Aspire not to have more, but to be more,”

Saint Oscar Romero

Education associated with Romero aims to be of the highest possible quality. The formation of the young people in our care is expressed in the values of respect, compassion and justice. Our schools are communities of faith where we hope to empower young people to take up the challenge to be more in their daily lives. To take action for social and environmental justice, and to create a more just and compassionate world.

1.0 Introduction

The Schools aim to comply with the Freedom of information act 2000 and provide information either via the School's websites or on request within 20 working days. The overall responsibility for complying with this legislation and the data publication scheme lies with each Governing board. Individual requests should be directed to the Human Resources and Data compliance Manager. Requests must be made in writing providing the requesters name and an address at which to contact the requester. Your request will be acknowledged and this acknowledgment will state whether or not there will be a charge for providing the information. The charges will only be for the cost of copying the information and at the rates listed in the charging and remissions policy. However, where the cost is estimated to exceed £450.00 the school will inform the requester whether or not they are able to comply with the request.

2.0 Exemptions

There are exemptions where the school does not have to comply with a request. This includes personal information, commercial information, information subject to legal process, and information provided in confidence. Where it is believed that the information is exempt the requester will be informed of the exemption and of the right of appeal to the Information Commissioner's office.

3.0 Complaints

If the requester feels that their request for information has not been dealt with correctly, they have the right to complain. The process for dealing with a complaint is detailed in the complaints policy.

4.0 Personal information

If an individual wishes to make a request for a copy of their own personal data this should be done in reference to the data protection policy.

5.0 Related Policies and documents

Data protection policy

Information and Records retention policy

Complaints policy

Privacy notices

