



## Data Protection & Freedom of Information Policy

*This policy meets the statutory requirement for the provision of the Freedom of Information Act, 2000 and Data Protection Act, 1988*

**Date approved:** September 2015  
**Date of Next Review:** September 2018



### Article 16

Every child has the right to privacy. The law should protect the child's private, family and home life.

### Data Protection Act 1998

Wildmoor Heath School is a data controller for the purposes of the Data Protection Act. We collect information about children and parents and may receive information about them from previous schools or settings. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on children's progress;
- Provide appropriate pastoral care;
- Assess how well the school is doing;

The information we hold includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information to anyone outside the school without consent unless the law and our rules allow us to. We are required by law to pass some information to the Local Authority and the Department for Education (DfE). Individuals can ask to see the information we hold about them by contacting the school office.

Further information about how the Local Authority (LA) and DfE hold and use information can be obtained by e-mailing the Local Authority at: [information.compliance-officer@bracknell-forest.gov.uk](mailto:information.compliance-officer@bracknell-forest.gov.uk) or by downloading this document from the DfE:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

You can also request a hard copy by contacting the LA or DfE as follows:

Performance and Governance Children Young People and Learning  
Bracknell Forest Council  
38 Broadway  
Bracknell RG12 1AU  
[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)  
e-mail: [cypl@bracknell-forest.gov.uk](mailto:cypl@bracknell-forest.gov.uk)  
Tel: 01344 354000

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
[www.education.gov.uk](http://www.education.gov.uk)  
e-mail: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288

## **Freedom of Information Act**

This policy is based on the model prepared and approved by the Information Commissioner. It commits us to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The act commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below;
- To specify the information held by the school and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## Classes of information

### Class 1 - Who we are and what we do

Information to be published	How the information can be obtained	Cost
Who's who in the school	<a href="http://www.wildmoorheath.org.uk/OurSchool/staff/">http://www.wildmoorheath.org.uk/OurSchool/staff/</a>	
Who's who on the governing body and the basis of their appointment	<a href="http://www.wildmoorheath.org.uk/OurSchool/Governors/">http://www.wildmoorheath.org.uk/OurSchool/Governors/</a>	
Instrument of Government	Contact Clerk to Board of Governors <a href="mailto:clerk@wildmoorheath.bracknell-forest.sch.uk">clerk@wildmoorheath.bracknell-forest.sch.uk</a>	Free
Contact details for the Head teacher and for the governing body	<a href="http://www.wildmoorheath.org.uk/ContactUs/ContactUs/">http://www.wildmoorheath.org.uk/ContactUs/ContactUs/</a>	
School prospectus	Hard Copy <a href="http://www.wildmoorheath.org.uk/OurSchool/Prospectus-and-New-Parent-Information/">http://www.wildmoorheath.org.uk/OurSchool/Prospectus-and-New-Parent-Information/</a>	Free
Board of Governors' Annual Report	Hard Copy <a href="http://www.wildmoorheath.org.uk/OurSchool/Governors/">http://www.wildmoorheath.org.uk/OurSchool/Governors/</a>	Free
Staffing structure	<a href="http://www.wildmoorheath.org.uk/OurSchool/staff/">http://www.wildmoorheath.org.uk/OurSchool/staff/</a>	
School session times and term dates	<a href="http://www.wildmoorheath.org.uk/ForParents/TermDates/">http://www.wildmoorheath.org.uk/ForParents/TermDates/</a>	

## Class 2 – What we spend and how we spend it

Annual budget plan and financial statements	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	15p per page
Capital funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances	<a href="http://www.wildmoorheath.org.uk/OurSchool/School-Policies/">http://www.wildmoorheath.org.uk/OurSchool/School-Policies/</a>	
Pupil Premium Grant	<a href="http://www.wildmoorheath.org.uk/Pupil-Premium/">http://www.wildmoorheath.org.uk/Pupil-Premium/</a>	
Promoting Sport & Physical Well-being	<a href="http://www.wildmoorheath.org.uk/OurSchool/Promoting-sport-and-physical-well-being/">http://www.wildmoorheath.org.uk/OurSchool/Promoting-sport-and-physical-well-being/</a>	

## Class 3 – What our priorities are and how we are doing

School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report</li> </ul>	Hard Copy <a href="http://www.wildmoorheath.org.uk/School-Development-Plan-SDP/">http://www.wildmoorheath.org.uk/School-Development-Plan-SDP/</a> <a href="http://www.ofsted.gov.uk/reports">www.ofsted.gov.uk/reports</a>	Free
Performance management policy and procedures adopted by the governing body.	<a href="http://www.wildmoorheath.org.uk/OurSchool/School-Policies/">http://www.wildmoorheath.org.uk/OurSchool/School-Policies/</a>	
School Development Plan (SDP)	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a> <a href="http://www.wildmoorheath.org.uk/School-Development-Plan-SDP/">http://www.wildmoorheath.org.uk/School-Development-Plan-SDP/</a>	Free

## Class 4 – How we make decisions

Admissions policy/decisions (not individual admission decisions)	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a> <a href="http://www.wildmoorheath.org.uk/ForParents/Admissions/">http://www.wildmoorheath.org.uk/ForParents/Admissions/</a>	Free
Agendas of meetings of the governing body and (if held) its sub-committees	<a href="http://www.wildmoorheath.org.uk/OurSchool/Governors/">http://www.wildmoorheath.org.uk/OurSchool/Governors/</a>	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		

### Class 5 – Our policies and procedures

School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints policy and procedure</li> <li>• Staff Disciplinary procedures</li> <li>• Staffing structure implementation plan</li> <li>• Freedom of Information Policy</li> <li>• Equality Duty Plan</li> <li>• Recruitment, retention and induction of staff</li> </ul>	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a> <a href="http://www.wildmoorheath.org.uk/OurSchool/School-Policies/">http://www.wildmoorheath.org.uk/OurSchool/School-Policies/</a>	15p per page
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Charter of Rights &amp; Responsibilities (Home-school agreement)</li> <li>• Teaching, Learning &amp; Curriculum</li> <li>• Sex Education Special educational needs</li> <li>• Disability &amp; Accessibility Strategy (Accessibility Plan)</li> <li>• Race equality</li> <li>• Behaviour</li> </ul>		

Records, management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	15p per page
Charging & Remission Policy	<a href="http://www.wildmoorheath.org.uk/OurSchool/School-Policies/">http://www.wildmoorheath.org.uk/OurSchool/School-Policies/</a>	

### Class 6 – Lists and Registers

Curriculum circulars and Statutory Instruments	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	15p per page
Disclosure logs	Inspection Only	
Asset register	Inspection Only	

### Class 7 – The services we offer

Information about the National Curriculum and the school's approach	<a href="http://www.wildmoorheath.org.uk/OurSchool/Curriculum/">http://www.wildmoorheath.org.uk/OurSchool/Curriculum/</a>	
Wrap Around Care	<a href="http://www.wildmoorheath.org.uk/OurSchool/Curriculum/#">http://www.wildmoorheath.org.uk/OurSchool/Curriculum/#</a>	
School publications	<a href="http://www.wildmoorheath.org.uk/ForParents/Usefulschoolforms/">http://www.wildmoorheath.org.uk/ForParents/Usefulschoolforms/</a> Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	15p per page
Leaflets books and newsletters	<a href="http://www.wildmoorheath.org.uk/ForParents/Newsletters/">http://www.wildmoorheath.org.uk/ForParents/Newsletters/</a> Hard Copy <a href="mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk">Secretary@wildmoorheath.bracknell-forest.sch.uk</a>	Free

## **How we provide information**

Where possible, we make information available on our website, usually in the Adobe PDF format (which is free to download from <https://get.adobe.com/uk/reader/>). In most cases, hard copies are also available. Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so. 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.

## **Exceptions**

There is some information that we do not routinely share. This is:

- 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;
- Information in draft form;
- 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;

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.

## **Charges**

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 school for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information (a) subject to a charging regime specified by Parliament and (b) for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including

the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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. This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet (black & white)	Actual cost
	Photocopying/printing @ 55p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.wildmoorheath.org.uk](http://www.wildmoorheath.org.uk).

Email: [Secretary@wildmoorheath.bracknell-forest.sch.uk](mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk)  
 Tel: (01344) 772034; Fax: (01344) 750498

Contact Address: Wildmoor Heath Primary School, Lower Broadmoor Road, Crowthorne, Berkshire, RG45 7HD

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

Information held by a public authority 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.



## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. These should, in the first instance, be addressed to:

The Headteacher, Wildmoor Heath School, Lower Broadmoor Road, Crowthorne, Berkshire, RG45 7HD  
Email: [Secretary@wildmoorheath.bracknell-forest.sch.uk](mailto:Secretary@wildmoorheath.bracknell-forest.sch.uk)

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint, you can refer the matter to the Information Commissioner's Office (ICO). This organisation ensures compliance with the Freedom of Information Act, 2000 and deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Enquiry/Information Line: 01625 545 745  
Email: [internalcompliancedept@ico.gsi.gov.uk](mailto:internalcompliancedept@ico.gsi.gov.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)