

Freedom of Information Requests

When someone **writes** or **emails** asking for information about your school the request has the potential to be a Freedom of Information request (FOI).

Freedom of Information Act (FOIA) 2000.

This act provides individuals with two rights; the **right to know**, and the **right to have**. This means that individuals are entitled to *know* what information a school holds, and have that information *shared* with them where possible.

The Act aims to promote **transparency** and **accountability** within public authorities and increase the public's confidence in them. There are, however, some exemptions and restrictions to these rights.

The FOIA and UK GDPR **protect** certain information from disclosure. Other exemptions can be used where applicable, and it is important that FOI requests are dealt with properly – this means contacting Schools DPO for advice as soon as you receive one.

How long do we have to respond?

When you receive an FOI, you have 20 school days to respond to it, or 60 working days if this is shorter. Therefore, it's important you get in touch as soon as you receive a request.

What can I do right now to protect the school?

FOI requests may be received in writing, so it is important that post is processed quickly and checked by a member of staff.

It is more common for requests to be made using email, so we recommend you review your **central admin email accounts** for requests made in the **past two weeks**.

If there is another named contact on your website, for example the School's Business Manager, we also recommend those **email accounts** are also checked.

Contact us

Please get in touch if you think you have received an FOI and we will be happy to help.

Email: schools.dpo@manchester.gov.uk

DPO Helpline: 0161 600 7993