



## BPET Freedom of Information Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2022
Renewal:	2 Years
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## 5 Right of Access

5.1 Any person can make a freedom of information request for information that BPET holds. The correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information. Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as set out in 4.2 below.

5.2 Please help us to provide your information as quickly as possible by sending the request to [dataprotectionofficer@bpet.co.uk](mailto:dataprotectionofficer@bpet.co.uk) or by post to:

FAO: Data Protection Officer  
Kilburn Grange School  
London  
NW6 7UJ

5.3 A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter) for information provided under FOIA. Where information is to be provided under the EIR this will be provided within 20 working days.

5.4 Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

## 6 Exemptions

6.1 Requested information may not be provided if one of the following applies:

BPET does not hold the information;

There is a relevant exemption available;

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Where additional clarity or a fee has been requested but has not been provided in the time specified; or

## 7 Internal Review

- 7.1 Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.
- 7.2 Where a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 working days.
- 7.3 If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner.