

Canterbury Christ Church University

Introduction to Freedom of Information

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 ('the Act'). This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges. Canterbury Christ Church University is covered by the Act.

2. What is the Publication Scheme?

- 2.1 The publication scheme describes the information the University publishes or intends to publish. In this context, 'publish' means to make information available routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised.
- 2.2 The publication scheme sets out the classes, or categories, of information published. It also makes clear how the information described can be accessed and whether charges will be made.
- 2.3 This is the publication scheme for the University, drawn up under Section 19 of the Act.

3. The 'model' publication scheme for higher education

- 3.1 The University adopted the model publication scheme developed by the Information Commissioners Office for the Higher Education sector. It is, however, the University's commitment to make available the information described.

4. Who we are

- 4.1 For more than 50 years, Canterbury Christ Church University has been a big part of the Kent community, providing education which makes a real and positive difference to people's lives. You can read about the University and our work on this webpage:
<https://www.canterbury.ac.uk/about-us/about-us.aspx>

5. Accessing information covered by the Publication Scheme

- 5.1 The classes of information we publish are described in the Publication Scheme. For each class we have indicated the way the information described will be available.
- 5.2 Most information can be downloaded from the Canterbury Christ Church University website. Some documents are available only in a paper form, as they are not at present available on the website, although in time the information may become available through this means.

- 5.3 Publications are free unless otherwise stated. Where there is a charge, payment is required in advance. We indicate whether charges apply to material in each class.
- 5.4 Alternative formats may be arranged by special request
- 5.5 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

- 6.1 You have the right, under the Freedom of Information Act 2000, to request any information that the University has not already made available through the Publication Scheme.
- 6.2 Requests must be made in writing. The University will have 20 working days to respond. The University may charge a fee, which will be calculated according to the Fees Regulations. The University will not be required to release information to which an exemption in the Act legitimately applies. However, the University will explain why we are not releasing information. We may also have to justify this to the Information Commissioner.

7. Feedback

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

Robert Melville
Assistant University Secretary
Rochester House
St Georges Place
Canterbury
Kent CT1 1UT

Email: foi@canterbury.ac.uk

8. Freedom of Information Complaints Procedure

- 8.1 The University is committed to providing satisfactory responses to requests made under the Freedom of Information Act. If you have a complaint about any aspect, we will seek to resolve the complaint speedily in line with the Procedures for Appeals and Complaints Relating to Information Access and Handling. This can be found on the following webpage: <https://www.canterbury.ac.uk/university-solicitors-office/docs/DP19%20Information%20Access%20Appeals%20and%20Complaints.docx>
- 8.2 You should submit your complaint to:

Robert Melville
Assistant University Secretary
Rochester House
St Georges Place
Canterbury

Kent CT1 1UT

Email: foi@canterbury.ac.uk

- 8.3 Please provide your name and address and the details of your complaint.
- 8.4 We will then investigate the complaint. The results of this investigation will be communicated to you as soon as they are available and normally within twenty working days.
- 8.5 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body that oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane Wilmslow Cheshire
SK9 5AF

Tel: 01625 545700

Fax: 01625 545510

Email: mail@ico.gsi.gov.uk

Further information is available on this website: <https://ico.org.uk/make-a-complaint/>

9. Further information

- 9.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.ico.gov.uk.

Robert Melville
Assistant University Secretary
23 June 2020