



# PETER SYMONDS COLLEGE

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.



## **Access to Information and Publication Scheme**

### **Freedom of Information Act 2000: Publication Scheme**

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

The main classes of Information are

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Appendix 1 to this policy document.

### **How to access information**

Peter Symonds College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format on the college's website at [www.psc.ac.uk](http://www.psc.ac.uk) or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days.

### **Charging Policy**

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

## Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

The Assistant Principal (Quality)  
Data Protection Officer  
Peter Symonds College  
Owens Road  
Winchester  
SO22 6RX

Tel 01962 857500  
Fax 01962 857501  
Email [nallen@psc.ac.uk](mailto:nallen@psc.ac.uk)

## Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF