

Freedom of Information Publication Scheme

Our aim through this publication scheme is to provide guidance on the information we routinely make available to the public, the format this information is provided in, and any associated costs.

Cambridge Regional College has adopted the information classes of the Model Publication Scheme for Further Education (FE) in England, Wales and Northern Ireland, approved by the Information Commissioner.

Information available

The College provides information in the following categories:

1. Who we are and what we do

This includes information about our organisation, structures, locations and contacts.

2. What we spend and how we spend it

This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

4. How we make decisions

Decision making processes and records of decisions made

5. Our policies and procedures

Written policies and procedures for delivering our services

6. Lists and registers

Information held in registers, logs or formal lists that support transparency

7. The services we offer

Information about the services we offer.

How we will provide information

Where possible, we will provide information electronically via the College website or by email or by a secure online link. Other information may be supplied in printed or copied format by request.

The Freedom of Information Act contains a number of exemptions that may allow the College to withhold information where appropriate.

What charges we make

There is no charge for downloading information from the College website or for information sent via email. Charges may apply for printed or copied materials. Where information requested is not included within the publication scheme, reasonable costs may be charged in line with Freedom of Information legislation.

We will confirm any applicable charges in advance and seek your agreement to proceed. Payment may be required before information is provided.

How long does it take to provide information

We will respond to requests for information within 20 working days

Requesting information

Requests should be made in writing or by email. Please clearly specify the information you require and include your contact details so we can respond.

Requests for information should be sent to: FOI@camre.ac.uk

Complaints

If you have a complaint about the College's compliance with the Freedom of Information Act that the College is unable to resolve, you may complain to the Information Commissioner's Office (ICO), the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk The ICO also offers advice to members of the public about the Freedom of Information Act via its website.