



Freedom of Information Act Request

The Freedom of Information Act (FOIA) gives you the right to access recorded information held by public sector organisations. Before submitting your request, please ensure that you have checked whether the information is already publicly available on our website: www.bournside.gloucs.sch.uk or on our local authority website: www.gloucestershire.gov.uk.

When making your request, please provide the following information, ensuring that you give as much detail as possible to help us complete your request quickly and efficiently.

- your name (not needed if requesting environmental information)
- name of your company
- address
- email address (if an electronic version is requested)
- contact phone number (in case of queries)
- a detailed description of the information you want - for example, you might want all information held on a subject, or just a summary.

To make a request, please email dataprotection@bournside.gloucs.sch.uk or write to:

Data Protection Officer
Cheltenham Bournside School
Warden Hill Road
Cheltenham
GL51 3EF

When your information will be shared and retained

Depending on the nature of your enquiry and which other schools or government departments you may have contacted; your name and request may be shared between them. This is to help deal with your enquiry more effectively. No other details will be shared and your information will not be used for any other purpose. Please note that under The National Archives retention guidance (TNA) 14, your request will be retained for 6 years from when your request is closed.

If your request is turned down

Some sensitive information isn't available to members of the public. If this applies, we will give you the reasons why. As an organisation, we can also refuse your Freedom of Information Act request if it will cost more than £450 to find and extract the information.

Fees

Most requests for information are free of charge. However, we may ask for a small amount to cover photocopies, printing, and postage costs.

Timescales

Information must be provided within 20 working days of receipt. We will tell you when to expect the information and if we need more time.