



FREEDOM OF INFORMATION (FoI) POLICY

Rationale

- Schools must abide by the *Freedom of Information Act 1982* provision that all persons have a legally enforceable right to access documents and certain categories of documents are exempt from disclosure.
- Members of the public have the right to:
 - access documents that are not exempt and held by Ministers and agencies in documentary form
 - amend personal information where the information is inaccurate, incomplete, out of date or would give a misleading impression
- The *Freedom of Information Act 1982* does not interfere with the standard access of parents/carers to student records and information.

Purpose

- To ensure Tarneit Rise Primary School abides by the provisions of the *Freedom of Information Act 1982*.

Implementation

- The only people able to make decisions about freedom of information requests are the Minister, Secretary, who is the principal officer under the legislation or the Freedom of Information Manager, who is the authorised officer under the legislation.
- If the school receives a freedom of information request it will be sent immediately to the Freedom of Information Manager. Contact details are:
 - Freedom of Information Manager
 - Department of Education and Training
 - GPO Box 4367 MELBOURNE VIC 3001
 - Telephone: (03) 9637-2670 or (03) 9637-1879
 - Fax: (03) 9637-2730
 - Email: foi@edumail.vic.gov.au
- All requests must be made in writing to the authorised officer (Freedom of Information Manager) and provide sufficient information to allow the requested documents to be identified.
- The authorised officer must assist the applicant when insufficient information has been provided and will seek a Principal's assistance when a request for school based documents is received and obtain their advice on the sensitivity of documents requested.
- A fee will be charged for freedom of information request but may be waived in circumstances where evidence of hardship e.g. current health care card is provided.
- If the request is to amend personal records, the request must clearly state which document needs amending and provide a statement specifying the requested amendments.
- School Council records are excluded from freedom of information access requests. However any document created by the Council and forwarded to Department of Education and Training (DET), Regional Office, or school can be subject to a freedom of

information request. Therefore Council records must be clearly distinguishable from other school records.

- Please refer also to the school's *Information Privacy Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

Ratification Date September 2018	Review Date 2021	Policy Number 103	Version Number 1	Date Produced September 2017
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Reference:
www.education.vic.gov.au/school/principals/spag/governance/Pages/foi.aspx