

# Freedom of Information Disclosure Log Criteria



North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

Reviewed by:	Principal and LGB
Frequency of policy review:	Three Years
Lead Sub Committee for discussion:	LGB
Last Reviewed:	June 2018
By Dan Sydes	
Ratified by Board of Trustees on:	1 <sup>st</sup> June 2018
By Michael Whitaker	
Next Review Date:	June 2021

## 1. Introduction

The UTC's disclosure log lists responses to requests made to us under the Freedom of Information Act 2000 which we feel are of wider public interest. In addition to our disclosure log, you can find more information that we make routinely available in our Publication Scheme.

## 2. Criteria

We may add a response to our disclosure log if it meets the following criteria:

- We can demonstrate how decisions have been made within our organisation, e.g. a procedures manual.
- There is a substantial public, rather than private, interest.
- The disclosure passes the public interest test.
- Where we have spent public money or disclosed information around resources.
- For personal data reasons, we cannot publish any requests from a complainant for correspondence on their complaint file.

## 3. Process

We assess each response to determine if it should be published in the disclosure log. If a response is changed as a result of an internal review, the disclosure log will be updated accordingly.

## 4. Retention

Responses are moved to our disclosure log archive at the start of each academic year. In addition, a review of the disclosure log will be undertaken every academic term and outdated responses will be removed from the log.

Examples of outdated responses include responses to requests for statistics which have been superseded by a more recent request, and where a particular disclosure is no longer of significant public interest.