

## FREEDOM OF INFORMATION

The Freedom of Information Act 2000 gives the public a general right of access to information held by public authorities, including colleges.

Kirklees College has adopted the Model Publication Scheme and definition document provided by the Information Commissioner's Office (ICO) for colleges of Further Education.

The college is obliged to respond in writing within 20 working days to specific requests from any individual.

You can expect the college, in its response, to:

- State whether it holds the type of information requested and, if so
- Subject to certain exemptions (including Data Protection legislation), communicate it to you.

## INFORMATION AVAILABLE FROM KIRKLEES COLLEGE

The information colleges routinely publish falls into the following categories – these have been determined by the ICO:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make our decisions
- Our policies and procedures
- Lists and registers
- The services we offer
- Charges for information

The College may make a reasonable charge for information which is not available on its website, where a charge is to be made this will be identified.

## REQUEST INFORMATION

You can make a request for Kirklees College information.

### Contact

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General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Alternatively, visit [www.ico.org.uk](http://www.ico.org.uk) for more information.**