

Freedom of Information Scheme

A GUIDE TO THE PUBLICATION SCHEME INTRODUCTION

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Publication Scheme.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information.
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute.
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release. The detailed Publication Scheme will also be accessible from the college website:
www.salfordcc.ac.uk.

INFORMATION TO BE MADE AVAILABLE BY THE 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 decisions*
- *Our policies and procedures*
- *Lists and registers*
- *The services we offer*

HOW TO OBTAIN INFORMATION

Via the college website: www.salfordcc.ac.uk
By e-mail to: leon.dowd@salfordcc.ac.uk
In writing to: Leon Dowd
Director of Quality and Learner Services
De La Salle Centre
Weaste Lane
Salford
M6 8QS

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
or via the internet at www.ico.gov.uk

CHARGES FOR INFORMATION

The college may make a reasonable charge for information which is not readily available or requested in hard copy, as indicated in the Scheme.