 **LIBERTY LEARNING AUTISM CONSULTANCY**

**Freedom of Information**

This Policy will ensure that Liberty Learning complies with its duties under the FOIA and EIR and handles requests under the correct regime. L.L.A.C has a procedure which will result in proactive publication of what information is available and any person knows they can make a request and who to contact.

All appropriate leadership staff will be able to recognise and respond appropriately to a valid request for information and there is awareness amongst staff, or others having contact with L.L.A.C that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information.

This Policy applies to:

* All recorded information held by L.L.A.C or by a third party on L.L.A.C’s behalf.
* Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

L.L.A.C will ensure that advice and assistance is provided to the requestor if required. Responses will be provided promptly and within the statutory time limit of 20 working days.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester. Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to L.L.A.C from third parties may be the subject of a request for information. In considering whether exemptions apply, L.L.A.C will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with L.L.A.C.

Last reviewed: 31/08/2023

Next review: 30/08/2024