

# Freedom of Information & Access to Information and Publication Scheme

<b>Author:</b>	Data Protection Officer
<b>Date:</b>	07/06/2024
<b>Version:</b>	v2.1
<b>Review requirements:</b>	3 years
<b>Date of next review:</b>	June 2027
<b>Approval body:</b>	Board of Governors 10.7.24
<b>Checked by:</b>	Audit and Risk Committee 20.6.24
<b>Publication:</b>	Website / Intranet

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

# Overview

Milton Keynes College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

## About this policy

This Policy (and the other policies and documents referred to in it) sets out the basis on which the College will provide information as required by legislation and respond to information requests.

## Definitions

**College** – Milton Keynes College

**College Personnel** – Any College employee, worker or contractor who accesses any of the College's Personal Data and will include employees, consultants, contractors, and temporary personnel hired to work on behalf of the College.

**Data Protection Laws** – The General Data Protection Regulation (Regulation (EU) 2016/679)<sup>1</sup> and all applicable laws relating to the collection and use of Personal Data and privacy and any applicable codes of practice issued by a regulator including in the UK, the Data Protection Act 2018<sup>2</sup>.

**Data Protection Officer** – Our Data Protection Officer can be contacted at: 01908 637036, [dpo@mkcollege@mkcollege.ac.uk](mailto:dpo@mkcollege@mkcollege.ac.uk)

**ICO** – the Information Commissioner's Office, the UK's data protection regulator.

**Individuals** – Living individuals who can be identified, directly or indirectly, from information that the College has. For example, an individual could be identified directly by name, or indirectly by gender, job role and office location if you can use this information to work out who they are. Individuals include employees, students, parents, visitors and potential students. Individuals also include partnerships and sole traders.

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<sup>1</sup>

<https://www.legislation.gov.uk/eur/2016/679/contents>

<sup>2</sup><https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

**Personal Data** – Any information about an Individual (see definition above) which identifies them or allows them to be identified in conjunction with other information that is held. It includes information of this type, even if used in a business context.

Personal data is defined broadly and covers things such as name, address, email address (including in a business context, email addresses of Individuals in companies such as firstname.surname@organisation.com), IP address and also more sensitive types of data such as trade union membership, genetic data and religious beliefs. These more sensitive types of data are called “Special Categories of Personal Data” and are defined below.

Special Categories of Personal Data

are given extra protection by Data Protection Laws.

### **Special Categories of Personal Data**

– Personal Data that reveals a person’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics), biometric data (i.e. information about their physical, physiological or behavioural characteristics such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal record. Special Categories of Personal Data are subject to additional controls in comparison to ordinary Personal Data.

## **Freedom of Information Act 2000: Publication Scheme**

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000<sup>3</sup>. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

Milton Keynes College has adopted the Model Publication Scheme produced by the Information Commissioner’s Officer for further education colleges in October 2008<sup>4</sup>. The Scheme provides a description of the “classes” or types of

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<sup>3</sup> [Freedom of Information Act 2000 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2000/36/section/19)  
(<https://www.legislation.gov.uk/ukpga/2000/36/section/19>)

<sup>4</sup> [Publication schemes: a guide | ICO](https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/)  
(<https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/>)

information that the Information Commissioner expects colleges of further education to make available. The Model Publication Scheme is attached as appendix 1 to this policy document.

In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as appendix 2 to this policy document.

Requests for access to personal data, made by the data subject or their representative, should be submitted under the UK Data Protection laws.

## How to access information

Milton Keynes College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation<sup>5</sup>. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days. Contact details are included at the end of this document.

## Charging Policy

Printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested

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<sup>5</sup> Exemptions | ICO (<https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/exemptions/>)

formats which incur additional cost, the College will usually make a charge.<sup>6</sup> The charge will normally comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats, plus postage if applicable.

In certain circumstances the college may waive the fee at its absolute discretion.

For requests relating to personal data, please refer to the College Data Protection Policy.

## Contact

The contact for requests for documents, questions or comments about this policy or the publication scheme is:

### **Data Protection Officer**

Milton Keynes College  
Chaffron Way Campus  
Leadenhall  
Milton Keynes  
MK6 5LP

**Tel:** 01908 637036

**Email:** [dpo@mkcollege.ac.uk](mailto:dpo@mkcollege.ac.uk)

## Complaints about the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

The address is:

### **Information Commissioner**

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<sup>6</sup> [Charging a fee and cost limits | ICO](https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/charging-a-fee-and-cost-limits/) (<https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/charging-a-fee-and-cost-limits/>)

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

# Appendix 1: Milton Keynes College publication scheme

## Main classes of information

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

## Appendix 1a

### Model publication scheme for further education colleges

(Information Commissioner's Office October 2008)

#### Descriptions of the 7 Main Information Classes & Sub – Classes

##### 1. Who we are and what we do:

Current information on the College, structures, locations and contacts

Sub classes		Explanatory Notes
1.1	Legal Framework	Information relating to the legal and corporate status of the institution

<b>1.2</b>	How the institution is organised	Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.
<b>1.3</b>	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.
<b>1.4</b>	Location and contact details	If possible, named contacts should be given in addition to contact phone numbers and email addresses.
<b>1.5</b>	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.

## 2. What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.

Sub classes	Explanatory Notes
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2.1	Funding/ income	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).
2.2	Budgetary and account information	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. It is expected that revenue budgets and budgets for capital expenditure will be included.
2.3	Financial audit reports	
2.4	Capital programme	Information on major plans for capital expenditure including any public private partnership contracts.
2.5	Financial regulations and procedures	
2.6	Staff pay and grading structures / Allowances	This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries. Details of allowances / expenses for
2.7	Register of suppliers	
2.8	Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful
2.9	Contracts	It is expected normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

### 3. What our priorities are and how we are doing: Strategies and plans, performance indicators, audits, inspections and reviews.

It is expected that information in this class will be available at least for the current and previous three years.

Below is a list of the type of information that it is expected that colleges of further education will have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

Sub classes		Explanatory Notes
3.1	Annual Report	
3.2	Corporate and Business Plans	
3.3	Teaching & Learning Strategy / Self-Assessment / Ofsted Report	
3.4	Academic Quality & Standards	Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.
3.5	External Review Information	This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.
3.6	Corporate Relations	Information relating to the college's links with employers and the development of learning programmes.

3.7	Government & Regulatory Reports	For example, accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.
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#### 4. How we make decisions:

##### Decision making processes and records of decisions.

It is expected that information in this class will be available at least for the current and previous three years.

Sub classes		Explanatory Notes
4.1	Minutes from governing body, council, academic boards and steering groups	It is expected that minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, will be readily available to the public.
4.2	Teaching and learning committee minutes	
4.3	Minutes of staff / student consultation	
4.4	Appointment committees and procedures	

**5. Our policies and procedures:  
Current written protocols, policies and procedures for delivering  
our services and responsibilities.**

It is expected that information in this class will be current information only.

5.1	Policies and procedures for conducting college business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included.
5.2	Procedures and policies relating to academic services	Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
5.3	Procedures and policies relating to student services	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.
5.4	Procedures and policies relating to human resources	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).
5.5	Procedures and policies relating to recruitment	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

5.6	Code of Conduct for members of governing bodies	
5.7	Equality and Diversity	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
5.8	Health and Safety	
5.9	Estate management	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
5.10	Complaints policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.
5.11	Records management and personal data policies	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.
5.12	Charging regimes and policies	

## 6. Lists and Registers

It is expected that this information will be contained only in currently maintained lists and registers.

Sub classes		Explanatory Notes
6.1	Any information we are currently legally required to hold in publicly available registers	

6.2	Asset registers	It is not expected that colleges will publish all details from all asset registers. It is expected that some information from capital asset registers will be available.
6.3	Disclosure logs	Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.
6.4	CCTV	Details on the location of overt CCTV surveillance cameras, as appropriate.

## 7. The services we offer:

### Information about the services we offer, including leaflets, guidance and newsletters.

Generally, this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are listed below

Sub classes		Explanatory Notes
7.1	Prospectus and Course content	
7.2	Health Advice	
7.3	Careers Advice	
7.4	Chaplaincy Services	
7.5	Services for which the College is entitled to recover a fee (together with those fees)	
7.6	Sports & recreational	

7.7	Museums, libraries, special collections	It is expected that this will include guides to collections and scope and availability of catalogues.
7.8	Conference facilities	
7.9	Advice and guidance / Welfare / Funding	This includes services such as Grants & Bursaries.
7.10	Local campaigns	
7.11	Media releases	

## Appendix 1b

### Guide to documents available under the publication scheme

(all requests via the Data Protection Officer )

This is not an exhaustive list but indicative of the types of documents held. If a document you require is not shown in this guide please contact the Freedom of information Manager. Some information may in some circumstances be exempt from disclosure

\*Items are held on the College website

1. Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> <li>Instrument and Articles of Governance</li> <li>Legal status - conferred by the Further and Higher Education Act 1992 <a href="http://legislation.gov.uk">Further and Higher Education Act 1992 (legislation.gov.uk)</a></li> <li>Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li> </ul>

1.2	How the Institution is organised	<ul style="list-style-type: none"> <li>• <a href="#">Introduction to the College*</a></li> <li>• <a href="#">Corporation Meetings*</a></li> <li>• <a href="#">College Policies*</a></li> <li>• <a href="#">List of Governors*</a></li> <li>• <a href="#">Governing Body and Committee structure*</a></li> </ul>
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	<ul style="list-style-type: none"> <li>• Education and Skills Funding Agency</li> <li>• Higher Education Funding Council</li> <li>• Ofsted</li> <li>• Department for Business Innovation and Skills</li> <li>• Department for Education</li> <li>• Examining Boards</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Sector Skills Councils</li> </ul>
1.4	Location and contact details	<p><b>email:</b> <a href="mailto:info@mkcollege.ac.uk">info@mkcollege.ac.uk</a>  <b>website:</b> <a href="http://www.mkcollege.ac.uk/">http://www.mkcollege.ac.uk/</a></p> <p><b>Addresses:</b>  Chaffron Way Campus  Woughton Campus West  Leadenhall  Milton Keynes  MK65LP  <b>Tel:</b> 01908 684444</p> <p>Bletchley Campus  Sherwood Drive  Bletchley  Milton Keynes  MK3 6DR  <b>Tel:</b> 01908 684444</p>
1.5	Student activities	<a href="#">Life at MK College*</a>



## 2. What we spend and how we spend it

Sub classes		Documents
2.1	Funding/ income	<ul style="list-style-type: none"> <li>• Annual Budget as approved by Corporation</li> <li>• Annual audited financial statements</li> <li>• Financial Regulations</li> <li>• <a href="#">Report and Financial Statements</a>*</li> </ul>
2.2	Budgetary and account information	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Annual budget as approved by Corporation</li> <li>• Management accounts as reported to Corporation</li> <li>• <a href="#">Report and Financial Statements</a>*</li> </ul>
2.3	Financial audit reports	<ul style="list-style-type: none"> <li>• <a href="#">Report and Financial Statements</a>*</li> <li>• Regularity Audit Report</li> <li>• Annual Internal Audit Report</li> </ul>
2.4	Capital programme	<ul style="list-style-type: none"> <li>• Minutes of Corporation Meeting report progress on capital projects</li> <li>• Annual Budget</li> </ul>
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> <li>• Financial regulations</li> <li>• <a href="#">Annual Report on Senior Post Holders and Governors Expenses</a>*</li> </ul>
2.6	Staff pay and grading structures	<ul style="list-style-type: none"> <li>• Salary grades &amp; pay</li> </ul>
2.7	Register of suppliers	<ul style="list-style-type: none"> <li>• Register of College suppliers contained in the Financial Information System</li> </ul>
2.8	Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>• Financial Regulations</li> </ul>
2.9	Contracts	<ul style="list-style-type: none"> <li>• Sub Contracts are identified with the Skills Funding Agency for providers listed in the <a href="#">Register of Training Organisations</a></li> </ul>

### 3. What our priorities are and how we are doing

Sub classes		Documents
3.1	Annual Report	<a href="#">Report and Financial Statements</a> *
3.2	Corporate and Business Plans	Strategic plan
3.3	Teaching & Learning Strategy / Self-Assessment / Ofsted Report	<ul style="list-style-type: none"> <li>• Quality Strategy (This incorporates all policies relating to the quality of Teaching and Learning)</li> <li>• Tutorial Policy</li> <li>• <a href="#">Ofsted Report</a>*</li> <li>• Self-Assessment Report</li> </ul>
3.4	Academic Quality & Standards	<ul style="list-style-type: none"> <li>• Annual Self-Assessment Report</li> <li>• Quality Strategy</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Assessment appeals</li> <li>• Course reviews</li> <li>• Internal verification</li> </ul>
3.5	External Review Information	<ul style="list-style-type: none"> <li>• External Verifier Reports and Action Plans</li> <li>• Audit Reports</li> </ul>
3.6	Corporate Relations	<ul style="list-style-type: none"> <li>• Marketing strategy</li> </ul>
3.7	Government & Regulatory Reports	<a href="#">Ofsted Inspection Report</a>

## 4. How we make decisions

Sub classes		Documents
4.1	Minutes from governing body, council, academic boards and steering groups	<u>Minutes and papers of Governing Body meetings</u> * <i>Remuneration Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential.</i>
4.2	Teaching and Learning committee minutes	Minutes of Management Meetings and Curriculum Faculties
4.3	Minutes of staff / Student consultation	Student Council
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures</li> <li>• Appointment procedures for Governors</li> </ul>

## 5. Our policies and procedures

Sub classes		Documents
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> <li>• <a href="#">College Policies</a>*</li> <li>• <a href="#">Access to College and Corporation Information</a>*</li> </ul>
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> <li>• Examination Policy</li> <li>• Students Appeals Policy</li> </ul>
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Course Handbook (Includes LRC Information)</li> <li>IT Acceptable Use Policy</li> </ul>

5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> <li>• Conditions of Service</li> <li>• Local recognition and procedural agreement</li> <li>• Grievance policy</li> <li>• Disciplinary &amp; Performance policy</li> <li>• Harassment and bullying policy</li> <li>Sickness Absence/Leave Policy</li> <li>Health and safety policy</li> <li>• Access to College and Corporation Information Policy</li> <li>• Professional Development Entitlement</li> </ul>
5.5	Procedures and policies relating to recruitment	Recruitment Policies and procedures
5.6	Code of Conduct for members of governing bodies	Code of Conduct for members of governing body
5.7	Equality and Diversity	<a href="#">Equality and Diversity Values Statement*</a>
5.8	Health and Safety	Health & Safety Policy
5.9	Estate management	Property strategy (under development)
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> <li>• Student/ Customer Concerns &amp; Complaints Procedure</li> <li>• Staff Grievance Policy</li> </ul>
5.11	Records management and personal data policies	<a href="#">Data protection policy and Freedom of Information policy*</a>
5.12	Charging regimes and policies	Fees and Charges Policy Financial Regulations

## 6. Lists and Registers

We expect this to be information contained only in currently

Sub classes		Documents
6.1	Any information we are currently legally required to hold in publicly	Register of Interests for Staff and Governors
6.2	Asset registers	Asset register
6.3	Disclosure logs	<a href="#">Public Interest Disclosure (Whistleblowing) Policy and Procedures</a> *
6.4	CCTV	CCTV is used for surveillance at the entrances and car parks at each Campus.

## 7. The services we offer

Sub classes		Documents
7.1	Prospectus and Course content	<ul style="list-style-type: none"> <li>• Course leaflets</li> <li>• Prospectus</li> <li>• <a href="#">College Website – Course Search</a> *</li> </ul>
7.2	Health Advice	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• <a href="#">Welfare Statement of Service</a> *</li> </ul>
7.3	Careers Advice	<a href="#">College Website - Careers and Jobs</a> *
7.4	Chaplaincy Services	None
7.5	Services for which the College is entitled to recover a fee	Fees and Charges policy
7.6	Sports & recreational facilities	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• <a href="#">College Website</a> *</li> </ul>
7.7	Museums, libraries, special collections and archives	Learning Resource Centre

7.8	Conference facilities	n/a
7.9	Advice and guidance / Welfare & Funding	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• <a href="#">College Website*</a></li> <li>• <a href="#">Welfare &amp; Funding*</a></li> </ul>
7.10	Local campaigns	None
7.11	Media releases	Press releases/College Website

Please send your FOI request to:

DPO

Milton Keynes College, Chaffron Way Campus, Leadenhall

Milton Keynes,

MK6 5LP

**Telephone number:** 01908 637036

**E-mail:** [dpo@mkcollege.ac.uk](mailto:dpo@mkcollege.ac.uk)

Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment