



Freedom of Information Policy

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Mayfield School Freedom of Information Policy

FREEDOM OF INFORMATION ACT 2000

This act entitles anybody to ask a public authority in England, Wales and Northern Ireland for any recorded information that they keep. This Act operates alongside the Data Protection Act, which allows people to access information about themselves.

Any requests for information should be sent, preferably in writing or via e-mail, to the Admin Officer at Mayfield School at general@mayfield.portsmouth.sch.uk

Mayfield School will process Freedom of Information requests in line with the Portsmouth City Council Freedom of Information Policy and Freedom of Information Publication Scheme. Fees will be charged in line with Portsmouth City Council's Freedom of Information Fees Policy.

Further details about these policies and arrangements can be found on the City Council website at <https://www.portsmouth.gov.uk/ext/the-council/freedom-of-information.aspx>