



Brickhouse Primary School

Freedom of Information Policy

Sandwell Metropolitan Borough Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA). The FOIA gives individuals, regardless of motive or destination, the right to submit a request for recorded information that the Council holds.

Publication scheme

If you are considering submitting a request for information, you may want to look through the council's publication scheme. The FOIA also requires Authorities to produce and maintain a Publication Scheme which lists information that the council routinely publishes. [Sandwell's publication scheme](#) is available on this website. If you cannot find the information you need in the Publication Scheme you can submit a request directly to the council.

How to submit a request

Requests must be submitted to the council in writing. You can either fill in the [online form](#) or send an email or letter stating what information you would like to receive.

Emails should be sent to info_management@sandwell.gov.uk

Letters should be addressed to:

Information Management Unit
Sandwell Council House
Freeth Street
Oldbury
West Midlands
B69 3DE

Freedom of Information responses

We are publishing [our responses to any requests we have answered under Freedom of Information](#) on our website which can be reached by clicking the above link.

How we process your request

Once the council receives your request you will receive an acknowledgement letter confirming which area of the council is dealing with your request, and a date by which you should receive your response by.

Responding Officers will deal with your request in line with the council's [Freedom of Information Act Procedures 2011](#).

Responding Officers have 20 working days to respond to your request. If an Officer requires clarification regarding your request they will contact you as soon as possible and the clock will stop on your request until clarification has been received. If, however, you do not respond to a request for clarification from an Officer within 2 weeks, your request will be considered to have lapsed and will be closed.

Exempt information

If the Council considers some or all of the information you have requested exempt from disclosure you will receive a refusal notice detailing what exemption is being applied and why the information is being withheld.

For further information regarding Freedom of Information Act Exemptions please visit the [Information Commissioner's Office website](#).

Requesting a review

If you are unhappy with the handling of your request or the response you received, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your request, and should be addressed to:

Information Management Unit
Sandwell Council House
Freeth Street
Oldbury
West Midlands
B69 3DE

Email - info_management@sandwell.gov.uk

Please remember to quote your original FOI request enquiry number on your request for an internal review.

If you are still unhappy following an internal review you have the right to submit a request to the Information Commissioner's Office for a review to be carried out by them.

You can submit your complaint to the Information Commissioner's Officer via email to dataprotectionfee@ico.org.uk or by post to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information on submitting complaints to the Information Commissioner's Office can be found on the [Information Commissioner's website](#).

Or you can call the Complaints Helpline on 0303 123 1113.

For further information regarding the Freedom of Information Act 2000, your rights and the Councils obligations, please visit www.ico.gov.uk.

Charges

Under certain circumstances, the Council may charge for the information requested. Details of the charges are set out in the Council's [Information and Document Charging Policy](#).

Records management

For further information on retention guidelines for Local Authorities please visit the [Information and Records Management Society website](#).

Date: October 2021

Review: October 2024