



# Publication Scheme

in accordance with Section 19  
of  
The Freedom of Information Act 2000

Primary Author:	Head of Management Information & Funding
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## Section A: INTRODUCTION TO THE FREEDOM OF INFORMATION ACT 2000

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### 1. Background

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- 1.1 This document (The Publication Scheme) aims to improve the availability of information to the public. It covers a range of documents and has been compiled to ensure that Blackpool and The Fylde College complies with the terms of the Freedom of Information Act 2000. These requirements are set out in Section 3 below.

### 2. Blackpool and The Fylde College

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- 2.1 Blackpool and The Fylde College (B&FC) serves individuals, communities and employers by providing excellent learning opportunities that enhance social development and contribute to economic success. B&FC transforms lives by inspiring learners to achieve their potential in a supportive learning environment.
- 2.2 For more information about B&FC please see our [website](#)

### 3. About this Publication Scheme

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- 3.1 The Freedom of Information Act 2000 provides public access to information<sup>1</sup> held by public authorities<sup>2</sup>. It does this in two ways:
- public authorities are obliged to publish certain information about their activities
  - members of the public are entitled to request information from public authorities

1. This information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

2. Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money.

**Note:** The Freedom of Information Act does not give people access to their own personal data such as their student records. Members of the public who want to see information held about them should make a subject access request under the Data Protection Act 1998.

- 3.2 This Publication Scheme is not an exhaustive list of information held by the College. It describes the types of information which are routinely available and helps members of the public find that information.
- 3.3 This Publication Scheme is available on the B&FC website ([www.blackpool.ac.uk](http://www.blackpool.ac.uk)) or request a copy through College reception areas.

- 3.4 Material included in this Publication Scheme may occasionally need to be amended for confidentiality purposes or for reasons relating to privacy, commercial sensitivity, legal or medical professional privilege.

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## 4. Requesting Information

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- 4.1 From time to time members of the public may wish to see information that is not available directly from this publication scheme. B&FC is happy to accept requests in any form. However, as in any large organisation, requests that are not clearly marked can go astray. Members of the public are strongly urged to read these guidelines and to clearly identify requests as advised in 4.2 and 4.3.

4.2 Written Requests - Requesting Information by Email, Fax or Post

Requests sent by post, fax or email should be clearly marked "Freedom of Information Request for attention of the Data Protection Officer". This will ensure immediate attention.

They should be sent to:

The Data Protection Officer  
Blackpool and The Fylde College  
Ashfield Road  
Bispham, Blackpool  
Lancashire FY2 0HB

**Email:** [datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk)

4.3 Non-Written Requests - Requesting Information by Phone or In Person

In the case of requests made on the telephone or in person, it is important to mention that the request is being made under the Freedom of Information Act. This will help us to respond as quickly as possible. B&FC employees will ask what information is needed but, for more complicated requests, the requester may be asked to complete a form. This is to help us understand the request so we can send the right information. It also helps us to monitor our response times. However, if you do not wish to complete a form, please tell us.

4.4.1 Accessibility

B&FC documents, including the Publication Scheme itself, may be available in Braille, on audiotape and in some other languages upon request. Please clearly specify the format required when requesting information.

- 4.2 We will usually provide information within 20 working days of receiving a request. If a request is particularly complicated and we need more information, we will contact the requester to discuss their request further. If a delay is likely, we will also advise them of this.

- 4.3 Complaints should be directed to the Data Protection Officer in the first instance. In the unlikely event that B&FC is unable to provide a satisfactory solution to your initial complaint, you may contact the Information Commissioner's office (see below).
- 4.4 Please note that the release of certain types of information (including personal data) are governed by the Data Protection Act and not the Freedom of Information Act. For more information, visit the Information Commissioner's website at <http://www.ico.org.uk>
- 4.5 The Information Commissioner is responsible for ensuring that the College complies with the Freedom of Information Act. Contact The Information Commissioner's Office at:
- First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow SK9 5AF

Tel: 0303 123 1113 email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) or visit [The Information Commissioner's Website](http://www.ico.org.uk)

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## 5. Payment for Information

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- 5.1 Blackpool and The Fylde College will not usually charge a fee for providing individual items that are routinely available and listed in this Publication Scheme.
- 5.2 Blackpool and The Fylde College will not usually charge for converting information into an accessible format for customers with particular needs. However, if there is a significant cost associated with this (such as the cost of translation or equipment), the College may need to share the cost with the customer. Customers will be advised in writing\*.
- 5.3 There will be a minimum charge of £10.00 for all other requests to cover the cost of staff time, printing and postage.
- 5.4 Blackpool and The Fylde College will charge the following for multiple copies (colour copies may cost more):
- For 20 - 49 sheets £5.00  
For 50 - 100 sheets £7.50
- 5.5 Where a significant amount of time is needed to collate information to comply with a request, B&FC reserves the right to pass that cost to the customer. Any such charges will comply with the [Information Commissioner's guidelines](#) for charging and customers will be notified\* in writing of:
- the cost
  - the deadline for payment
  - accepted methods of payment
- 5.6 Where a charge is payable, this must be paid before we send the information requested.

\*B&FC normally has 20 working days to respond to requests. However, where the customer is notified of a charge, the 20 day period is halted according to the Information Commissioner's guidance.

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## 6. Who is Responsible for the Scheme?

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- 6.1 B&FC's Chief Operating Officer is ultimately responsible for this Publication Scheme. The Scheme will be reviewed and updated approximately 3 yearly, or as directed by the Information Commissioner.
- 6.2 Routine maintenance of the Publication Scheme will be performed by the College Data Protection Officer.
- 6.3 Your comments, queries and suggestions about the Scheme are welcomed. Please forward them to:

The Data Protection Officer  
Blackpool and the Fylde College  
Ashfield Road  
Bispham  
Blackpool  
Lancashire FY2 0HB

Tel: 01253 504064

Email: [datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk)

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## 7. Copyright and Liability Matters

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- 7.1 Blackpool and The Fylde College is not liable for the contents or reliability of any external links referred to in this document, nor does it necessarily endorse any views or services referred to therein.
- 7.2 Users of this document are advised that authorisation to reuse any material not wholly owned by the College must be sought from the copyright holders in question.

### Section B: Information Classes

- Class 1: [Who we are and what we do](#)  
Class 2: [What we spend and how we spend it](#)  
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Class 6: [Miscellaneous Information](#)

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## **Class 1: Who we are and what we do**

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### **About Blackpool and The Fylde College**

[Welcome to Blackpool and The Fylde College](#)

[Sector Endorsement](#)

[Annual Reports](#)

[Prospectuses & Guides](#)

### **Services for Students**

[Services for Students](#)

### **Our Work with the Community**

[Our impact on the community](#)

[Care Academy](#)

### **Our Work with Employers**

[Apprenticeships - Working and Learning](#)

[Business & Employers](#)

[Employability & Skills for Work](#)

### **Management and Governance at B&FC**

[College Management](#)

[Our Objectives, Mission and Values](#)

[Board of Governors](#)

### **Job Vacancies**

[Job Vacancies at Blackpool and The Fylde College](#)

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## **Class 2: What we spend and how we spend it**

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### **College Finances**

[Financial Statements](#)

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## **Class 3: What our priorities are and how we are doing**

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### **Things That Matter to Us**

Our Ofsted Inspection Reports are available on the Ofsted website [here](#)

### **Student Success**

[News, Videos and Awards](#)

### **Our Objectives and Mission**

[Our Objectives, Mission and Values](#)

### **Equality, Diversity and Wellbeing at B&FC**

Our commitment to Equality and Diversity is outlined in our College Equality and Diversity Statement which can be found on our [Equality, Diversity and Wellbeing page](#) along with other relevant information.

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## **Class 4: How we make decisions**

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### **Key Policies and Procedures**

Many of our policies are available [here](#)

### **Other Documents That Affect How We Make Decisions**

[The Corporation Board](#)  
[Articles of Government](#)  
[Instrument of Government](#)  
[Standing Orders](#)

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## **Class 5: The services we offer**

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### **Services for Students**

[Accommodation](#)

[Careers Guidance](#)

[Funding and Financial Support](#)

[Learning Resources](#)

[Support for Students with Physical Disabilities](#)

[Support for Specific Learning Difficulties](#)

[Support for Looked After Children and Care Leavers](#)

[Technical Assessment and Support Centre \(TASC\)](#)

[College Facilities](#)

### **Services for Staff**

[Services for Staff](#)

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## **Class 6: Miscellaneous Information**

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Please see our [website](#) for lots more information.