

# Freedom of Information Scheme

---

## A GUIDE TO THE PUBLICATION SCHEME

### INTRODUCTION

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Publication Scheme.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

The detailed Publication Scheme will also be accessible from the College website:

[www.salfordcc.ac.uk](http://www.salfordcc.ac.uk).

### INFORMATION TO BE MADE AVAILABLE BY THE COLLEGE

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

- ***Who we are and what we do***
- ***What we spend and how we spend it***
- ***What our priorities are and how we are doing***
- ***How we make decisions***
- ***Our policies and procedures***
- ***Lists and registers***
- ***The Services we offer***

### HOW TO OBTAIN INFORMATION

Via the College website: [www.salfordcc.ac.uk](http://www.salfordcc.ac.uk)

By e-mail to: [leon.dowd@salford-col.ac.uk](mailto:leon.dowd@salford-col.ac.uk)

In writing to: Director of Quality and Learner Services

Worsley Campus  
Walkden Road  
Worsley  
M28 7QD

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

or via the internet at [www.ico.gov.uk](http://www.ico.gov.uk)

### CHARGES FOR INFORMATION

The College may make a reasonable charge for information which is not readily available or requested in hard copy, as indicated in the Scheme.