



Freedom of Information

Bilborough College has adopted a model publication scheme developed for the further and higher education sector. The scheme sets out the information that we will make available, how it is published and whether or not there will be a fee for supplying the information. The scheme is not a list of publications because these change when new material is added or existing material reviewed. It is however the College's commitment to making the information available and sets out the classes or categories of information published.

The publication scheme relates to "published" information which is information that has already been prepared in a format ready for distribution and does not include draft information.

Information listed in the College scheme is made available on paper, for which there may be a charge; however a number of the documents can be accessed free on the College website. Some documents are only available for inspection at the College because of copyright or technical issues. Information will be posted within 20 working days from receipt of your request and upon payment of any applicable fee. In addition, some information is available free of charge from the College website.

The information may be copied, provided it is reproduced accurately, used in an appropriate context and provided that the exclusive copyright status of Bilborough College is acknowledged.

Additional background information concerning the Freedom of Information Act 2000, the duties that it places on public sector bodies and how to access information can be found in the description of the College scheme, available by contacting the College.

Information not covered by the publication scheme

Requests for information held by the College that has not already been made available through the publication scheme should be made in a written format, either by letter, fax or email. In general public authorities have 20 working days to respond to requests. In some instances the college may charge a fee, dependent on the nature of the request and the volume of information requested.

Any information for which an exemption under the Act legitimately applies, for example personal information, will not be released. Where there is a legitimate reason why the College is unable to release information, we will provide you with an explanation.

Freedom of Information Act 2000

If the College is unable to resolve any complaint, you can complain to the Information Commissioner, the independent body that oversees the Freedom of Information Act:

The Freedom of Information Officer
Bilborough College
Bilborough Road
Bilborough
Nottingham
NG8 4DQ