

## Freedom of Information

The Freedom of Information Act 2000 gives public access to information held by public bodies. The Act also provides for public bodies to have an approved publication scheme as a proactive way of giving the public access to information. It is Barnet and Southgate College's policy to be as open and transparent as possible making information available about its policies and procedures.

### Publication Scheme

The Information Commissioner has issued a model publication scheme which Barnet and Southgate College is following and covers the following classes of information:

- [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](#)
- [The services we offer](#)

Not all information held by Barnet and Southgate College is being made available and this includes information which is exempt under the Freedom of Information Act.

### Freedom of Information Request

Where the information you require is not available on our website you can make a request by contacting Barnet and Southgate College by letter or email giving your name and a postal or email address. We will respond within 20 working days of receiving the request. If we cannot provide the information we will write to you to explain the reason.

We may charge a fee for providing some information e.g. postage, photocopying where justified. We will let you know in advance if that is the case.

To help us answer your requests, give us as much detail as possible by

- email to: [info@barnetsouthgate.ac.uk](mailto:info@barnetsouthgate.ac.uk)
- or by letter to: Principal's Office  
Freedom of Information Request  
Barnet and Southgate College  
High Street  
London N14 6BS