**ICO Publication Scheme for Priors Mill CE Primary School**

**1. Introduction**

* Purpose of the publication scheme: to promote transparency and accountability in how the institution operates.
* Commitment to proactively publishing information that helps students, parents, staff, and the wider community understand the institution’s activities.

**2. Commitment to Access**

* Information will be accessible online, in hard copy (on request), or in alternative formats for those with specific needs.
* Contact details for accessing additional information.

**3. Classes of Information**

Information is grouped into key categories relevant to educational institutions:

**3.1. Who We Are and What We Do**

* Mission statement and core values.
* Governance structure, including details of the board of governors.
* Leadership team and departmental structures.
* Contact information, including main address.
* Admissions policy.
* Affiliated organisations or partnerships (e.g., academies, sponsors).

**3.2. What We Spend and How We Spend It**

* Annual financial statements, including income and expenditure.
* Details of funding sources (e.g., government grants, tuition fees).
* Procurement policies and tender opportunities.
* Staff pay scales and the remuneration of senior leadership.
* Expenses policy and summary of claims by senior staff.

**3.3. What Our Priorities Are and How We Are Doing**

* Strategic and development plans for the institution.
* Annual performance reports, including academic results and inspection outcomes (e.g., Ofsted or equivalent reports).
* School or university improvement plans.
* Equality objectives and progress reports.

**3.4. How We Make Decisions**

* Meeting minutes for governors, trustees, or other decision-making bodies (excluding confidential items).
* Admissions decision-making processes.
* Policies on stakeholder consultations (e.g., parents, students, staff).

**3.5. Policies and Procedures**

* Academic policies, including curriculum overviews and assessment criteria.
* Safeguarding and child protection policies.
* Attendance, behavior, and exclusions policies.
* Equality, diversity, and inclusion policies.
* Health and safety procedures.
* Complaints and grievance policies for students, parents, and staff.
* Data protection and freedom of information policies.

**3.6. Lists and Registers**

* Asset registers (e.g., ICT equipment, facilities).
* Register of interests for governors and senior staff.
* Disclosure logs for Freedom of Information (FOI) requests.

**3.7. Services We Offer**

* Information on academic programs and extracurricular activities.
* Support services for students, such as counseling or career advice.
* Accessibility services for students with disabilities.
* Information on how to access facilities.
* Publications, newsletters, and events.

**4. Methods of Publication**

* **Online:** Institution’s website with clear navigation and downloadable documents.
* **Hard Copy:** Available on request, with information on how to make a request.
* **Alternative Formats:** Braille, large print, or other accessible formats upon request.

**5. Charges for Information**

* Most information will be available free of charge online.
* Fees may apply for hard copies or extensive requests, with details provided in advance.

**6. How to Make a Request**

* Contact details for submitting Freedom of Information (FOI) requests, including a designated email address and postal address.
* Description of the timeline for responses (e.g., 20 working days).

**7. Complaints and Feedback**

* Clear process for submitting complaints about the publication scheme or accessing information.
* Contact details for escalating unresolved issues to the ICO.

**8. Review and Updates**

* The publication scheme will be reviewed annually to ensure accuracy and relevance.
* Last reviewed and next review dates will be clearly stated.

**1. ICO Overview**

The ICO ensures that organisations comply with legal obligations regarding personal data under laws such as:

* **UK General Data Protection Regulation (UK GDPR)**
* **Data Protection Act 2018**
* **Freedom of Information Act 2000**
* **Privacy and Electronic Communications Regulations (PECR)**

**Key Roles:**

* Investigating complaints about misuse of personal data.
* Enforcing data protection laws.
* Issuing guidance for organisations and individuals.
* Imposing fines for non-compliance.

**2. ICO Registration Requirements**

Organisations processing personal data in the UK are required to register with the ICO unless they qualify for an exemption. This is known as paying the **data protection fee**.

**Exemptions:**

Some organisations are exempt, such as those that only process personal data for personal, family, or household purposes.

**3. Schedule of Fees**

The ICO operates a **three-tiered fee structure** based on the size, turnover, and processing activities of an organisation. Here's a breakdown:

**Tier 1: Micro organisations**

* **Who?** Organisations with a turnover of **£632,000 or less** or with **10 or fewer staff**.
* **Fee:** £40 per year (or £35 if paid by direct debit).

**Tier 2: Small and medium-sized organisations**

* **Who?** Organisations with a turnover of up to **£36 million** or with **250 or fewer staff** (not meeting Tier 1 conditions).
* **Fee:** £60 per year.

**Tier 3: Large organisations**

* **Who?** Organisations with a turnover of **more than £36 million** and **more than 250 staff**.
* **Fee:** £2,900 per year.

**Fee Reductions:**

* Charities and small not-for-profit organisations often qualify for Tier 1 fees, regardless of size.

**4. Penalties for Non-Payment**

Failure to pay the required data protection fee can result in:

* A **fixed monetary penalty** of up to £4,000.
* Possible enforcement actions or public notices of non-compliance.

**5. Making Payments**

Organisations can register and pay their data protection fee online via the ICO website. Payments can be made using:

* Debit/credit cards.
* Direct debit (with discounts available).
* Bank transfers.

**6. Further Support**

The ICO offers support and guidance for both individuals and organisations, including:

* **Helplines** for data protection and information rights.
* Guidance documents available on the [ICO website](https://ico.org.uk/).
* A self-assessment tool to determine the appropriate fee tier.