



<b>Policy Title</b>	NCG Information Policy
<b>Policy Category</b>	Compliant
<b>Owner</b>	Executive Director of Governance, Assurance and Risk
<b>Group Executive Lead</b>	Executive Director of Governance, Assurance and Risk
<b>Date Written</b>	2019-06-19
<b>Considered By</b>	Executive Board
<b>Approved By</b>	Corporation
<b>Date Approved</b>	July 2019
<b>Equality Impact Assessment</b>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<b>Freedom of Information</b>	This document will be publically available through the Groups Publication Scheme.
<b>Review Date</b>	June 2022
<b>Policy Summary</b>	A document designed to signpost the reader to the most appropriate information related policy document.

<b>Applicability of Policy</b>	<b>Consultation Undertaken</b>	<b>Applicable To</b>
Newcastle	No	Yes
Newcastle 6th Form	No	Yes
Carlisle	No	Yes
Kidderminster	No	Yes
Lewisham	No	Yes
Southwark	No	Yes
West Lancashire	No	Yes
Rathbone / InTraining	No	Yes
Group Services	No	Yes

<b>Changes to Earlier Versions</b>	
<b>Previous Approval Date</b>	Summarise Changes Made Here
2013	Document updated to reflect regulatory changes.
<b>Linked Documents</b>	
<b>Document Title</b>	Relevance
Data Protection Policy	Directly relates to the operation of this document.
Freedom of Information and Environmental Information Policy	Directly relates to the operation of this document.

### 1. Scope and Purpose of Policy

The aim of this policy is to signpost readers to the relevant policy statement (and supporting procedural notes) in relation to the standards for processing data and responding to requests for information as required by relevant legislation such as the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations. It governs requests made in any form for access to data recorded in any medium by any person.

### 2. Policy Statement

NCG records personal data and corporate information in line with the relevant legislation and good practice. NCG is a 'Data Controller' as defined by the Data Protection Act and will observe the principles of this Act to ensure the confidentiality of personal data.

NCG will facilitate access to records, where this is required and permitted by relevant legislation and will respond within 20 working days to written requests for information which include the name and address of the applicant and a description of the information requested. NCG will assist applicants, as necessary, to develop a suitable description of the information required.

NCG will provide reasonable support to ensure equality of opportunity and consider reasonable requests for the translation of information into foreign languages where the applicant's first language is not English.

NCG may charge for the provision of information in accord with statutory charging regimes.

The Executive Director of Governance, Assurance and Risk will receive queries regarding this policy and is responsible for overall Group compliance.

### 3. Policy Statement

In order to respond to the established regulation relating to Information management the following policies have been specifically established.

- 1- Data Protection Policy (last refreshed in July 2019).
- 2- Freedom of Information and Environmental Information Policy (last refreshed in July 2019).
- 3- Records Management Policy (to follow).