

Heythrop College

Freedom of Information

Introduction

1 Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2 What is a publication scheme?

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely.

These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3 The 'model' publication scheme for higher education

3.1 From January 2009 Heythrop College is adopting the Information Commissioner's model publication scheme and is therefore committed to publishing the information it describes.

3.2 As of January 2009, there will be one approved model scheme which must be adopted by all authorities.

4 About the College

4.1 Heythrop is a specialist college of the University of London. The College offers undergraduate and postgraduate degrees in Theology, Philosophy, the combination of the two and combined Psychology degrees. All degrees awarded at Heythrop College are degrees of the University of London.

Heythrop was originally a religious foundation, set up in 1614 by the Society of Jesus (the Jesuits) to train its own members. Since 1970 it has been a college of the University of London, open to all sections of society regardless of faith or belief.

Heythrop is the Lead College for the University of London External Programme's Bachelor of Divinity degree and Diploma in Theology.

5 Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the model publication scheme.

5.2 Next to each section is indicated the format in which the information described will be available and any charges that may apply to material in each section.

Electronic documents available on the Heythrop College website can be accessed and downloaded free of charge (although the user will have to meet any charges by their Internet Service Provider, personal printing costs, etc).

5.3 In the case of information only available in hard copy (and for those without Internet access), up to three copies of the information requested will be available by post by contacting us using the details provided. If a charge applies you will be informed of this at the time of your request. Requests for more than three copies of documents will generally attract a charge for the cost of retrieval, photocopying, postage etc.

5.4 Please note that some documents are produced exclusively for sale (electronic or hard copy). All documents available under the Publication Scheme are free to inspect but reasonable charges may be made for provision of hard copies or printouts. There may also be an additional cost for postage and handling charges.

5.5 If necessary, information may be available in alternative formats such as large print, audio tape or electronically. If you do require information in an alternative format please notify us when requesting the information in question. Please note that our website is available in a text only version.

5.6 Some of the material within certain sections will be derived from documents which are considered to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if its release would compromise the health and safety of staff or if it contains personal information.

5.7 The copyright in the material listed in this Publication Scheme is owned by Heythrop College unless otherwise stated. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to reuse the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public. Brief extracts of any of the material included in this Publication Scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of non-commercial research, private study, criticism, review and news reporting.

5.8 Unless otherwise stated in the Publication Scheme, to request information available through our publication scheme, please contact:

Post:

Head of Student Services
Heythrop College
University of London
Kensington Square
London W8 5HQ

Email: foirequests@heythrop.ac.uk

Telephone: +44 (0) 20 7795 4202

5.9 Please note that a publication scheme relates to 'published' information. Therefore, the material covered has already been prepared in a format ready for distribution

6 What about information not covered by the publication scheme?

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7 Feedback

7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Assistant Registrar at the address stated in 5.8 above.

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information

More information about the Freedom of Information Act is available on the [Information Commissioner's website](#).

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the [Scottish Executive's website](#).