



Arolygiaeth Ei Fawrhydi dros Addysg a Hyfforddiant yng Nghymru  
His Majesty's Inspectorate for Education and Training in Wales

## Freedom of Information Fact sheet

### What does it mean for you?

The right under the Freedom of Information Act (the Act) to request information from public authorities came into force on 1 January 2005.

The Act allows you to access recorded information (such as reports, meeting minutes and e-mails) held by public authorities such as Estyn.

### How do I make a request?

You should put your request in writing (this includes e-mail and fax) for the attention of Estyn's Information Officer. Contact details can be found at the end of this leaflet.

So that we can process your request as quickly as possible, it would be helpful if you mark your e-mail or letter as a freedom of information request.

You should give us as much information as possible so that we can identify and locate the information you are asking for. If we do not understand your request when we receive it, the Information Officer will contact you to clarify what it is that you want. This could mean it takes longer for you to get the information.

If you would prefer to receive the information in a particular format (e.g. by e-mail or as a paper copy) please let us know and we will aim to provide it in the requested format where possible.

If you need any advice or help in making your request, please contact the Information Officer.

You can also refer to Estyn's publication scheme which explains what information about Estyn and its work is routinely made available to the public. A copy of the publication scheme is available from Estyn's website [www.estyn.gov.wales](http://www.estyn.gov.wales)

### What happens once my request has been received?

Estyn is required to confirm or deny the existence of the information requested and, if it does exist, provide it to you within **20 working days** of receiving your request, unless:

- A **fee** is required for supplying the information, or
- An **exemption** applies

### Fees

Our aim is to avoid charging a fee if we can. However, if there is a fee payable for complying with your request, the fee must be paid before the information is processed and released. The 20 working day time limit for responses will be suspended until receipt of the payment.

### Exemptions

Whilst the Freedom of Information Act creates a right to request specific information held by public bodies, it also creates a number of exemptions from that right. Examples include information that is commercially sensitive, confidential, subject to other legislation or readily available by other means. These exemptions permit public authorities to withhold some or all of the information requested.

If we decide not to disclose some or all of the information you have requested, we will let you know which exemptions we have applied and why.

## Contact Details

### Estyn

Information Officer  
Estyn  
Anchor Court  
Keen Road  
Cardiff  
CF24 5JW



029 2044 6446



029 2044 6448



[Enquiries@estyn.gov.wales](mailto:Enquiries@estyn.gov.wales)



[www.estyn.gov.wales](http://www.estyn.gov.wales)

### Information Commissioner

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



01625 545700



[mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)



[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## The public interest test

Some exemptions require Estyn to consider whether withholding the information is in the public interest or prejudicial to the conduct of public affairs.

The Act says that a public authority must release information unless “in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information”.

Estyn supports the Information Commissioner’s view that disclosure of information:

- Furthers the understanding of and participation in the public debate issues of the day;
- Promotes accountability and transparency by public authorities for decisions taken by them;
- Promotes accountability and transparency in the spending of public money;
- Allows individuals to understand decisions made by public authorities affecting their lives and, in some cases, assists individuals in challenging those decisions; and
- Brings to light information affecting public safety.

If we need more time to consider an exemption and apply the public interest test, we will let you know when we expect to reach a decision.

More information about exemptions and the public interest test is available from the Information Commissioner’s website.

## Review procedures

If you are not satisfied with the decisions we have taken regarding our response to your request for information, you are entitled to request that we review the matter. Your request for a review should be addressed to Estyn’s Feedback and Complaints Manager and received no later than 20 working days after the date of our decision letter. If you are still not satisfied, you also have a right to complain to the Information Commissioner.

## Vexatious or repeated requests

Estyn reserves the right to refuse repeated requests from the same person for the same information, or requests which are intended to disrupt Estyn’s work.

## Requests for information about personal data

In general, requests for personal data fall under the Data Protection Act rather than the Freedom of Information Act. Such requests will continue to be dealt with under Estyn’s Access to Information policy. Again, any request for personal data should be made to Estyn’s Information Officer.