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# St. Mary's College

## Sports College



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### REASONS TO PASS ON AN INFORMATION REQUEST TO INFORMATION & SECURITY OFFICER (ISO) OR INFORMATION GOVERNANCE TEAM (IGT)

- appears contentious or politically sensitive
- can not be supplied from your school / unit and is not covered by the publication scheme
- may involve more than 2 days employee time to retrieve the information
- may involve resource implications for the school
- are issues of particular interest to the public at this time
- may relate to any of the exemptions listed below.
- jeopardise the delivery of a service
- cannot be found or is not available within 20 days
- there may be a public interest in withholding the information
- If the request is from the **PRESS or JOURNALISTS** then refer this to the **ISO or IGT**.

#### Exemptions:

##### Most relevant for Schools/Councils:

- Information intended for future publication (s22)
- Information relating to investigations and proceedings (s30)
- information likely to prejudice economic interests (s29)
- Information relating to law enforcement (s31)
- Court records (s32)
- Audit information (s33)
- Prejudicial to the effective conduct of public affairs (s36)
- Would be likely to endanger the Health & Safety of any individual (s38)
- Contains personal data or may enable the identification of an individual (s40)
- Information provided in Confidence (s41)
- Legal professional privilege (s42)
- May prejudice the commercial interests of any person (s43)
- Information on which there may be other legal prohibitions on disclosure (s44)

##### Others:

- information supplied by or relating to security bodies (s23)
- information whose exemption is needed to safeguard national security (s24)
- information likely to prejudice national defence or the armed forces (s26)
- information likely to prejudice the UKs international relations or interests (s27)
- information likely to prejudice relations between UK administrations (s28)
- parliamentary privilege (s34)
- formulation of government policy (s35)
- communication with Her Majesty & honours (s37)

