

**Freedom of Information Act 2000
Publication Scheme**

Introduction and Accessing Information

1. Newnham College

- 1.1 Newnham College was founded in 1871 and was the first women's college in the United Kingdom to become a self-governing academic community. Its Charter of 1917 restated its commitment to education, learning and research. Today it is the largest women's college in either Oxford or Cambridge, having some 620 students and academic staff.
- 1.2 Each Cambridge College is an independent institution with its own property and income. The Colleges appoint their own staff and are responsible for selecting students, in accordance with University regulations. The teaching of students is shared between the Colleges and University departments.

2. Legal requirement

- 2.1 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.
- 2.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

3. What is a publication scheme?

- 3.1 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.
- 3.2 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.

4. The 'model' publication scheme for higher education

- 4.1 Newnham College adopted the original model publication scheme prepared for the Higher Education which had been developed with the involvement of a

number of institutions. Information about the pilot exercise is available from the Joint Information Systems Committee (JISC) website at www.jisc.ac.uk.

4.2 The Information Commissioner's Office has undertaken a review of publication schemes and has approved a new model publication scheme. Further information can be found on the ICO website: www.ico.gov.uk.

4.4 Newnham College has adopted the new model publication scheme for the Higher Education section and is committed to publishing the information it describes.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the Scheme.

5.2 We have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through our publication scheme **other than that available via the web**, please contact:

The Freedom of Information Officer, Newnham College, Cambridge, CB3 9DF; E-mail: foi@newnham.cam.ac.uk.

5.4 Please note that a publication scheme relates to 'published' information. Therefore, 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 the Freedom of Information Act 2000 gives the right to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests must be made in writing and, in general, public authorities have 20 working days to respond. A fee may be charged, which will have to be calculated according to Fees Regulations. They are not 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. Copyright

7.1 Copies of Newnham's own publications within this scheme may be made for purposes of private study or non-commercial research. Applications for commercial reproduction should be made in writing to the Freedom of Information Officer at the address in 5.3.

8. Feedback

8.1 It is intended that this publication scheme should be clear and intelligible. 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 **Freedom of Information Officer**, Newnham College, Cambridge CB3 9DF

E-mail: foi@newnham.cam.ac.uk.

- 8.2 If you have put a complaint in writing to the Freedom of Information Officer and are not content with the response, you may refer the issue to the Office of the Information Commissioner, the independent body which oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. **Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.ico.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi