

## **National Film and Television School (the “School”) Freedom of Information Act 2000**

### **Publication Scheme**

#### **Part 1: Introduction**

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.

#### **What is a publication scheme?**

A publication scheme is a document outlining the information available from a public authority. Rather than being a list of individual items, it is a guide to the “classes” or types of information the institution is making a formal commitment to publish. The National Film and Television School has adopted the Information Commissioner’s model publication scheme and is therefore committed to publishing information in the classes it lists.

#### **Accessing information covered by the publication scheme**

The classes of information we publish are listed in Part 2 of the publication scheme. The majority of information can be downloaded from the National Film and Television School website <http://www.nfts.co.uk> and documents are also available in paper copy from the contacts indicated in the publication scheme. Publications are free unless otherwise stated. Alternative formats may be arranged by special request, but there may be a charge to cover production costs.

#### **Information not covered by the publication scheme**

From 1 January 2005, information not made available through the publication scheme may be requested. Requests should be made in writing and the National Film and Television School will normally have 20 working days to respond. A fee may be charged. Information subject to an exemption in the Act will not be released.

All applications and enquiries should be addressed to the Director of Curriculum and Registrar.

### **Responsibility for the publication scheme**

Overall responsibility for the National Film and Television School's publication scheme is held by the Director of Curriculum and Registrar.

### **If you wish to request information**

If the information you wish to request is about yourself, you can do so under the Data Protection Act 1998, this governs the processing of personal data (information relating to living individuals), please see the Data Protection Policy, which includes a request form to complete.

If the information is not about yourself, please check our publication scheme for the information you require before submitting a request.

If the information you require is not in our publication scheme, please contact the School in writing (either by post or email).

To help us manage your request, please include a description of the information you require and your contact details including an email address and/or postal address for us to send our response.

Please send your request for information to:

Director of Curriculum and Registrar  
National Film and Television School  
Beaconsfield Studios  
Station Road  
Beaconsfield  
Bucks  
HP9 1LG

or electronically to: [foi@nfts.co.uk](mailto:foi@nfts.co.uk)

### **Limits of disclosure**

The School will disclose information wherever possible. However, in limited circumstances, for reasons including data protection or confidentiality, the School will not release information. All requests will be considered on their own merits and with consideration for public interest. In any case where information is refused, the School will contact to you to let you know why the requested information is not being provided.

## **Copyright**

Information that is generated by the School and is included in the publication scheme may be reproduced for information, personal study and non-commercial purposes only. Permission to reproduce information in our publication scheme does not extend to any material, which is identified as being the copyright of a third party.

## **Complaints and appeals**

If you are not satisfied with the way we have handled your request or with the reasons we have given for refusing to provide information, you have the right to appeal. Questions, comments or complaints should be sent to the Director of the National Film and Television School.

## **Find out more**

To find out more about the Freedom of Information Act 2000 or the Data Protection Act 1998, please see the Information Commissioner's Office website.

## **Part 2: Classes of Information Published**

1. Who we are and what we do;
2. What we spend and how we spend it;
3. What our priorities are and how we are doing;
4. How we make decisions;
5. Our policies and procedures;
6. Lists and registers;
7. The services we offer.

## 1. Who we are and what we do

Publication class	Organisational information, structures, locations and contacts.
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>Most of this information can be found on the School website.</p> <p>Includes:</p> <p><i>NFTS Staff – Management and Heads of Department</i></p> <p><i>Our Partners and Funders</i></p> <p><i>Membership of the Board of Governors</i></p> <p><i>Honorary Fellows</i></p> <p><i>Our Location</i></p> <p><i>Our Courses</i></p> <p><i>How to Contact Us</i></p>

## 2. What we spend and how we spend it

Publication class	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>This class covers information relating to the finances of the School.</p> <p>Includes:</p> <p><i>Statutory Accounts</i></p> <p><i>Charity Commission Annual Return (includes information on staff salaries, income, revenue and expenditure)</i></p> <p><i>Financial Statements</i></p> <p><i>Financial Rules &amp; Procedures</i></p> <p><i>Finance and General Purposes Committee Terms of Reference</i></p> <p><i>Audit Committee Terms of Reference</i></p> <p><i>Remuneration Committee Terms of Reference</i></p>

## 3. What our priorities are and how we are doing

Publication class	Strategies and plans, performance indicators, audits, inspections and reviews.
Availability	On request
Notes	This class covers information relating to the way

	<p>the School is governed and how decisions are made.</p> <p>Includes:  <i>Corporate Plan</i>  <i>Learning and Teaching Strategy</i>  <i>Estates Strategy</i>  <i>Annual Report</i></p>
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#### 4. How we make decisions

Publication class	Governance & description of statutory bodies
Availability	On request
Notes	<p>This class covers information relating to the way the School is governed and how decisions are made.</p> <p>Includes:  <i>Board of Governors Terms of Reference</i>  <i>Articles of Association</i></p>

Publication class	Legal status
Availability	On request
Notes	<p>This class contains information relating to how the School was established and its formal legal status.</p> <p>Includes:  <i>Memorandum and Articles of the NFTS</i>  <i>Charitable Status</i></p>

Publication class	Terms of reference, membership and mode of operation of all boards and committees in the formal structure.
Availability	On request
Notes	<p>This class covers the terms of reference, membership and mode of operation of the sub-committees of the Governing Body.</p> <p>Includes:  <i>Audit Committee Terms of Reference</i>  <i>Finance and General Purposes Committee Terms of Reference</i>  <i>Appointments and Governance Committee Terms of Reference</i>  <i>Remuneration Committee Terms of Reference</i></p>

Publication class	Minutes and papers of Governing Body, Academic Boards and Industry Advisory Boards.
Availability	On request
Notes	<p>This class covers minutes of the School's committees and boards.</p> <p>Includes minutes of the following:  <i>Governing Body</i>  <i>Academic Standards Committee</i>  <i>Industry Advisory Boards</i></p>

Publication class	Organisational structure charts
Availability	School website <a href="http://www.nfts.co.uk/who-we-are">www.nfts.co.uk/who-we-are</a> and on request.
Notes	<p>This class covers the School's organisation and management structure.</p> <p>Includes:  <i>Heads of Department, Management and Board of Governors</i>  <i>Organogram</i></p>

## 5. Our policies and procedures

Publication class	Policies with regard to data and information
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>This class covers data security, data protection and retention.</p> <p>Includes:  <i>Policy on Access to Information (this document)</i>  <i>Data Protection Policy</i></p>

Publication class	Policies with regards to staff and students
Availability	On request
Notes	<p>This class covers policies relating to staff and students.</p> <p>Includes:  <i>Equality and Diversity Policy</i>  <i>Public Interest Disclosure and Whistleblowing Policy</i>  <i>Anti Bribery Policy</i>  <i>Donations Policy</i></p>

	<i>Student Disciplinary Procedure</i> <i>Staff Development Policy</i> <i>IT Policy</i>
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Publication class	Trade union consultation
Availability	On request
Notes	<p>This class covers procedures and consultation with recognised trade unions and professional organisations, and any agreements reached.</p> <p>Includes:  <i>BECTU Agreement (Trades Unions)</i></p>

## 6. Lists and registers

Publication class	Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies and government departments.
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>This covers reports made by the School to funding and other monitoring bodies.</p> <p>Includes:  <i>Board of Governors Declaration of Interests</i>  <i>Register of Gifts and Hospitality</i>  <i>QAA Self Evaluation Submission</i>  <i>HEFCE Returns</i></p> <p>Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998.</p>

## 7. The services we offer

Publication class	Information about the services we offer, including literature, guidance and newsletters.
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>Most of this information can be found on the School website.</p> <p>Includes:  <i>Our Courses – section of website</i>  <i>News &amp; Events – section of website</i>  <i>Quarterly Newsletter</i></p>



Publication class	Student welfare
Availability	On request
Notes	<p>This class covers information relating to a range of services provided for learners on aspects of welfare and student support.</p> <p>Includes:</p> <p><i>Student Information Handbook</i>  <i>Additional and Learning Support</i> (detailed in the Student Information Handbook)  <i>Dyslexia Support</i> (detailed in the Student Information Handbook)  <i>Equal Opportunities and Diversity Policy</i> (detailed in the Student Information Handbook)  <i>Procedure for Dealing with Harassment, Bullying, Discrimination</i> (detailed in the Student Information Handbook)</p>

Publication class	Student admission and registration
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>This class covers information relating to student applications and the admission of new students.</p> <p>Includes:</p> <p><i>School Application Form</i>  <i>Procedures for applying to courses</i></p>

Publication class	Student administration
Availability	School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a>
Notes	<p>This class covers information relating to the maintenance of individual student records.</p> <p>Includes:</p> <p><i>Data Protection Policy</i>  <i>NFTS Enrolment Form</i>  <i>Admissions Policy</i></p> <p>Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998.</p>

Publication class	Estates
Availability	On request
Notes	Includes: <i>Map of NFTS Site</i>

Publication class	Recruitment
Availability	Senior job vacancies are advertised, and all vacancies are put on the School website <a href="http://www.nfts.co.uk">www.nfts.co.uk</a> . On paper, from the Personnel Office.
Notes	This class covers policies, statements, procedures and guidelines relating to recruitment and probation.  Includes: <i>Job vacancies</i>

Publication class	External assessment information
Availability	See below
Notes	This class covers information on the School's ratings, such as 'league tables' and other external accreditation. This is generally published on various national websites.  Includes: <i>QAA Reviews of Higher Education</i> <a href="http://www.qaa.ac.uk">www.qaa.ac.uk</a>

Publication class	Tuition fees
Availability	School website <a href="http://www.nfts.co.uk">http://www.nfts.co.uk</a>
Notes	This class covers information relating to tuition fees for students.  Includes: <i>Fees information for Students</i>

Publication class	Term dates
Availability	On request
Notes	This class covers term dates for the current academic year, and, from about February, the dates for the following academic year.  Includes: <i>Term Dates</i>

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