

London Academy for Applied Technology

Freedom of Information and Publication Scheme

How LAAT handles requests for information and publishes information proactively

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Related documents	Privacy Notice, Data Protection Policy, Records Retention Schedule

IMPORTANT – APPLICABILITY TO BE CONFIRMED

The Freedom of Information Act 2000 applies only to bodies that are themselves public authorities listed under the Act. Most private higher education providers delivering franchised or validated provision are not public authorities, even where their validating university is. It has not yet been confirmed whether LAAT is itself subject to the Freedom of Information Act, or whether only Plymouth Marjon University, as the validating partner, holds that duty. This scheme is drafted as a good practice framework. Before publication, LAAT should obtain a legal or compliance view on whether it is a public authority for the purposes of the Act. Where LAAT is not subject to the Act, this document operates as a voluntary information access and transparency scheme rather than a statutory obligation.

1. Purpose and scope

This document sets out how London Academy for Applied Technology, referred to as LAAT, we or us, handles requests for information and how it makes information available proactively. It is intended to support openness and transparency, to set clear expectations for anyone requesting information, and to ensure requests are handled consistently and lawfully. The status of LAAT under the Freedom of Information Act 2000 is to be confirmed, as explained in the notice above.

2. Our commitment to transparency

LAAT believes that openness builds trust with students, staff, partners and the public. Whether or not LAAT is formally subject to the Freedom of Information Act, we are committed to making information available where it is appropriate to do so, and to responding helpfully to reasonable requests, subject to the protection of personal data and other legitimate interests.

3. How to request information

Anyone may request information held by LAAT. To help us respond, requests should be made in writing, should include your name and an address for correspondence, and should describe the information you are seeking as clearly as possible. Requests can be sent to the LAAT information request contact at the Tower Hill campus, London, or by email to the published institutional contact address.

4. How we will respond

Where LAAT is subject to the Freedom of Information Act, we will respond to a valid request promptly and within twenty working days of receipt, in line with the statutory time limit. Where LAAT is not subject to the Act, we will aim to respond within the same timescale as a matter of good practice. If we need clarification to identify the information you want, we will contact you, and the time limit will run from the point we receive that clarification.

We will either provide the information requested, explain that we do not hold it, or explain why some or all of it cannot be released. Where we cannot release information, we will give our reasons.

5. Information we may not release

Some information may be withheld where there is a good reason to do so. This includes information that is exempt under the Freedom of Information Act where that Act applies, and in all cases information whose release would breach data protection law or other legal duties. Examples include:

- Personal data about identifiable individuals, which is handled under data protection law and our Privacy Notice rather than released in response to a general information request.
- Information provided in confidence, or whose release would breach an obligation of confidence.
- Commercially sensitive information, where release would prejudice legitimate commercial interests.
- Information that is otherwise exempt or whose release is prohibited by law.

Where an exemption is qualified, and where the Act applies, we will consider whether the public interest favours release.

6. Requests for your own personal data

If you want to access personal data that LAAT holds about you, this is handled as a subject access request under data protection law rather than under this scheme. Please see our Privacy Notice for how to make a subject access request and how we will respond.

7. Fees

In most cases we will provide information free of charge. Where the law allows, we may charge for disbursements such as photocopying, printing or postage, and we will tell you about any charge before proceeding. Where a request would exceed the cost limits set out in the legislation, and where the Act applies, we may decline to comply or may offer to provide what we can within those limits.

8. Publication scheme

As part of our commitment to transparency, LAAT makes the following classes of information available proactively, either on our website or on request. This list reflects good practice and the model publication scheme approach used in the higher education sector.

Class of information	Examples
Who we are and what we do	Legal status, governance structure, campuses, partnership with Plymouth Marjon University, and status in relation to Office for Students registration
What we spend and how we spend it	Financial statements, funding arrangements and procurement information, subject to commercial sensitivity
What our priorities are and how we are doing	Strategic plans, quality and standards information, and relevant regulatory outcomes
How we make decisions	Governance arrangements, committee structures and published policies
Our policies and procedures	Published institutional policies, including data protection, admissions and student facing policies
Lists and registers	Registers we are required or choose to maintain, where publication is appropriate
The services we offer	Programmes delivered, student support services and information for applicants and students

9. Complaints

If you are unhappy with how we have handled your request, you may ask us to review our decision by writing to the LAAT information request contact. Where LAAT is subject to the Freedom of Information Act and you remain dissatisfied after our review, you may complain to the Information Commissioner's Office at ico.org.uk. Where the Act does not apply to LAAT, we will still consider your concerns through our internal review process.

10. Review of this scheme

This scheme will be reviewed annually, or sooner if there is a change in LAAT's status under the Freedom of Information Act or in relevant guidance. The applicability question raised in the notice above should be resolved at or before the first review. This document was last reviewed on 18 June 2026.