

A13. Access to Information

Preamble

Certain Strategic Directors of the local authority have statutory responsibilities and may require access to information and records held at schools in order to be able to discharge these responsibilities. These Financial Regulations set out the powers that the Strategic Directors have in this respect. Requirements and guidance on compliance with the Data Protection Act 1998 by Governing Bodies and Headteachers are set out in Financial Instructions.

Regulations

- 13.1. For the purposes of carrying out his/her statutory responsibilities, the CFO, or his/her representative officers¹, shall have unlimited rights of access to all information and records held in or relating to schools which appertain to financial matters.
- 13.2. The Director for Childrens Services and Director of Law & Governance, or their representative officers, shall have unlimited rights of access to all information and records held in order to fulfil their statutory duties.
- 13.3. External organisations will also have statutory right of access to financial information. The CFO or the FBP CEF should be informed of all requests.
- 13.4. Financial records (including electronic data), vouchers and documents must be preserved until their disposal is agreed by Internal Audit Services. Schools must comply with any minimum retention periods and requirements as to accessibility prescribed by statute or regulation. Further guidance should be sought from the Tax and VAT Manual. When disposing of items, appropriate arrangements shall be made for information that is classified as confidential.

¹ Representative Officers will be taken to also include all members of Childrens Services Directorate and Internal Audit.