



NEW COLLEGE  
OXFORD

POLICY DOCUMENT  
*Freedom of Information  
Act*

# Freedom of Information Act

The Publication Scheme for New College, written in compliance with the Freedom of Information Act 2000, can be accessed by clicking on the link above. It follows a common pattern adopted by a number of Oxford Colleges.

The Head of House is responsible for maintaining the scheme on behalf of the College, and the scheme may be reviewed from time to time.

The purpose of the scheme is to give a clear indication of which College publications are routinely accessible, so that the public can be informed as far as is reasonably possible of the purpose and nature of College activities, and to assist in developing a greater culture of openness in general. Through this scheme the College endeavours to be as transparent as possible about its activities while at the same time recognising that sensitive material such as that relating to individuals or which involves confidential commercial considerations cannot be made publicly available. All material associated with the definitions in the classes contained in the scheme are available either in hard copy, electronically or via the College website, and are offered free of charge at the present time.

## **College contact:**

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# Publication Scheme

## Freedom of Information Act 2000 Publication Scheme for New College

CLASS OF INFORMATION	DEFINITION	FORMAT(S) AVAILABLE
<b>Legal framework</b> Statutes Bylaws	-including information about governance, fellowships, College Officers, prizes, scholarships, trust funds, management of College assets	<i>hard copy,electronically or via the web</i>
<b>Statements of policy and purpose</b>	-including information on admissions, subjects and courses available - Tutorial Template of Duties	<i>hard copy,electronically or via the web</i>
<b>Legal obligations</b>		<i>hard copy,electronically or via the web</i>
Health & safety	-general policy;fire regulations;sports policies;rowing	
Risk management	-including key risks and management	
Data protection	-policy and [sample] form	
Equal opportunities - Race relations - Disabilities	-including (i)Action Plan & (ii) Policy - information on facilities & assistance	
Codes of practice on: -Harassment - Freedom of speech	-including harassment panels/advisors - compliance with appropriate legislation	
Complaints & appeals	-on academic or other disciplinary matters	
<b>Rules &amp; regulations</b>		<i>hard copy,electronically or via the web</i>
Discipline	-including residence rules, paying bills, conduct, academic work	
Accommodation	-room allocation policy, and rules relating to occupancy and use of rooms	
Security	-including information on insurance cover for students etc.	
Use of libraries & chapel	-including conduct	

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<b>CLASS OF INFORMATION</b>	<b>DEFINITION</b>	<b>FORMAT(S) AVAILABLE</b>
Use of computers & other equipment	-relevant regulations governing equipment	
<b>Financial information</b>		<i>hard copy, electronically or via the web</i>
Fees (annual)	-all college fees	
Charges	-room rents, meals etc.	
College Accounts	-published annually	
Pensions policy	-membership of schemes	
<b>Personnel</b>	-Staff Welfare & Discipline procedures	<i>hard copy, electronically or on the web</i>
<b>Welfare</b>	-information on medical facilities, college nurse, counselling & pastoral arrangements	<i>hard copy, electronically or on the web</i>
<b>Fundraising, development &amp; alumni</b>	Information for alumni; development news; electronic access to the college register	<i>hard copy, electronically or on the web</i>
<b>Intercollegiate relations, Conference of Colleges</b>	-including Standing Orders, voting procedures, committee structure & membership of committees - Intercollegiate tribunal	<i>hard copy, electronically or on the web</i>
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