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Approved by:	Executive on 23 January 2020
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Version	1.2

POLICY STATEMENT NO. HE06

TITLE:		HIGHER EDUCATION PUBLIC INFORMATION POLICY

INTRODUCTION/OVERVIEW:

Where information is in the public domain, New College Stamford takes a proactive approach to ensuring that information is:

- accurate
- fit for purpose
- trustworthy
- transparent and open
- timely and up to date
- accessible

Information which is in the public domain needs to enable the audience to form an accurate impression of the College, make informed decisions and meet applicable legal obligations. The methods of transmission of information must provide for clear and effective communication both in and outside the College.

STATEMENT/ GUIDELINES:
SCOPE

2.1   This procedure applies to all public information in printed, electronic or broadcast form, which is intended to be made public and which refers to Further Education, Higher Education, Work Place Learning and short course provision and all stages of the learner journey, from enquiry, application, enrolment, on programme and progression. It applies equally to courses provided at the College and to any commercial undertakings of the College.

3. OVERARCHING REQUIREMENTS

3.1   Information must be published in a manner that adequately meets the standards required by legislation, awarding bodies, regulatory bodies, and stakeholder requirements.

3.2   Information must be published in a manner that adequately meets the Competition and Markets Authority (CMA) regulations

3.3   All documents will be checked for grammar, punctuation, spelling and format prior to publication.

3.4   Public information provided will be transparent and processed in an open and honest manner.

3.5   All staff should ensure that information provided, including that on the website, intranet and through social media channels complies with College policies, meets the Colleges standards of quality being accurate, timely, up to date, reliable and fit for purpose.

3.6   Information will be provided in accessible formats on request to meet the needs of individuals where this is deemed reasonable.

3.7   Information will meet any applicable legal obligations.

3.8   All official communications with the press and media will be through the Head of Marketing.

4. PROCEDURE

4.1   Authors are responsible for ensuring that published information is in accordance with College standards and Data Protection, CMA and Copyright legislation.

4.2   All information to be published externally by the College must be signed off by a relevant senior manager before publication takes place.

4.3   The College logo can only be used with adherence to the College standards.

4.4   Freedom of Information (FOI)

    4.4.1   All formal requests for information under the Freedom of Information Act must be passed to the Head of IT Services immediately upon receipt. Requests should be made to foi@stamford.ac.uk

    4.4.2   The Head of IT Services will maintain a log and manage the request to completion within 20 working days.

    4.4.3   Requests by the Head of IT Services to provide records relating to an FOI request must receive urgent and immediate attention.

4.5   Accessibility

    4.5.1   All publicly available information must be fit for purpose and provided in an accessible format.

    4.5.2   The provision of information in alternative formats for accessibility purposes may be requested from the Head of Marketing who will endeavour to ensure requests are met, provided these are reasonable and economically possible.

4.6   Policies and Procedures and Statements

    4.6.1   Responsibility for authoring and review of College policies procedures and statements will be allocated to appropriate senior managers.

    4.6.2   Policies, both new and under review will be subject to consultation with relevant stakeholders and/or users of any related procedures and statements.

    4.6.3   Opportunities for continual professional development/training should follow any significant change to a policy.

    4.6.4   Policies, procedures and statements will be published externally where required or necessary.

    4.6.5   Those policies which directly affect students and relate to recruitment,

admissions, complaints and appeals, examinations and student discipline will be available in a timely fashion through the College web site and student intranet.

4.6.6 Equality Impact Assessment – those with responsibility for policies should engage with the Equality Impact Assessment Framework to effectively assess new and amended polices for any discriminatory elements. A screening checklist must be completed by the Author for each policy developed or reviewed.

4.6.7 The Corporation is responsible for approving any changes in policy at the College.

4.7 Course Related Material Information

4.7.1. All advertised courses must have accurate material content, which must be available on a range of mediums, including print, web and verbally at open days.

4.7.2 New courses must be prepared and included in the course approval process.

4.7.3 College prospectuses are produced in line with applicant needs and the timeline of production of course related information.

4.7.4 Out of date course information must be removed from circulation.

4.7.5 All course and College marketing materials must meet the guidelines of the relevant awarding bodies and CMA legislation.

IMPACT ASSESSMENT:

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

EQUALITY IMPACT ASSESSMENT SUMMARY:

This policy has been impact assessed and has identified the following:
- Negative impacts N*
- Appropriate actions/mitigations to address the negative impacts have been put in place (Y/N)
- Positive impacts Y

PRIVACY IMPACT ASSESSMENT:

NCS is committed to protecting the personal data of its students, employees and other stakeholders in accordance with the General Data Protection Regulation (GDPR). We have a variety of methods and controls to ensure we protect that data appropriately. Personal data processing activities are subject to a Data Protection Impact Assessment (DPIA) as a key component of a 'Privacy by Design' approach. The risks to the rights and freedoms of individuals resulting from the processing of personal data are examined, and appropriate measures are put in place to protect these rights throughout the processing lifecycle.

LINKED POLICIES:

MONITORING PROCEDURE:

RESPONSIBILITY: