



Trinity

Taunton Road
SE12 8PD
SE12 8PD

Tel: 020 8852 3191
Fax : 020 8463 0201

Executive Headteacher
David Lucas BSc (Hons) MA NPQH

Trinity All Through School Freedom of Information Statement

<i>Date Governor Approval</i>	<i>Date of next review</i>	<i>Notes</i>
05.11.2019		

Making a freedom of information (FOI) request

Your right to access information

Under the General Data Protection Regulation, you can request access to the information we hold about you.

You can also request access to all types of information we hold, under the Freedom of Information Act 2000.

If you request information from us, we must:

- tell you if we hold the information
- give you the information (subject to exemptions).

Before you make an FOI request

Before you make an FOI request, you should check if the information is already available.

How to make an FOI request

You should make an FOI request if you can't access the information you need:

- on our website
- or by emailing admin@trinity.lewisham.sch.uk

To make a request by email you must include:

- what information you are requesting
- your name and address or email address so we can reply.

You can get guidance about your rights under the FOI Act from the [Information Commissioner's Office](#).