How to make a Freedom of Information request

[Your Name / Address]
[Your Email or telephone number]

[Date]

FAO [Head Teacher's / Data Protection Officer's Name]
[School Name]
[School Address]
[City, Postcode]

Dear [Head Teacher/Data Protection Officer's Name],

Subject: Freedom of Information Request [adapt and insert topic here]

I am writing to formally make a Freedom of Information (FOI) request under the Freedom of Information Act 2000. I request access to information held by [Educational Setting Name] as of today's date as above.

Specifically, I am requesting the following information related to [educational setting name and select only the topic you want and tailor this to the exact item that you want to research]:

1. Details of EdTech Providers:
    - A list of all EdTech applications and platforms currently in use within your educational setting.
    - The names of the companies providing these tools and services.
    - The purposes for which each EdTech application is being used.
2. Policies and Processes:
    - Copies of any policies, agreements, or contracts relating to the procurement and use of EdTech tools within your school, including privacy agreements or data-sharing policies with EdTech providers.
    - Copies of any Equality Impact Assessments conducted in relation to the use of EdTech in your educational setting.
3. Data Handling and Protection:
    - Details of any data collected, processed, or shared by the EdTech providers engaged with your school.
    - Any policies governing the retention and deletion of data collected by EdTech applications.

    - Information about whether learners' personal data is subject to automated decision-making or profiling by any EdTech providers or third parties.
4. Governance and Oversight:
    - Details of the oversight processes for the procurement and monitoring of EdTech services, including the decision-making framework and the role of senior leadership.
    - Any communications, such as meeting minutes or correspondence, discussing the adoption or evaluation of these services.
5. Budget Information:
    - A breakdown of expenditure on EdTech tools and services for the last two academic years, including details of any external funding or grants received for this purpose. Please include any freeware as well.

Please provide the requested information in a clear and accessible format within the statutory timeframe of 20 working days, as required by the Freedom of Information Act 2000. If any clarification is needed to process this request or if there are specific forms required by your organisation, please contact me promptly.

If any part of the requested information is subject to an exemption under the FOI Act, I request a full explanation of the exemption(s) applied, along with any redacted documents or data that can be disclosed.

If possible, I would prefer to receive the information electronically, sent to [Insert your email address where you want the information sent to].

Thank you for your attention to this request. I look forward to your confirmation of receipt and the information I have asked for. Should you require further information to fulfil this request, please do not hesitate to contact me.

Yours sincerely,
[Your Full Name]
[Your Contact Information]