



Freedom of Information Publication Scheme and Guide to Information

Introduction

St Edmund's College, University of Cambridge ("the College") is a public authority for the purposes of the Freedom of Information Act 2000 ("FOIA"). The College is also subject to the Environmental Information Regulations 2004 ("EIR") in respect of environmental information it holds.

FOIA requires public authorities to adopt and maintain a publication scheme. The College adopts the Information Commissioner's Office ("ICO") Model Publication Scheme.

This page explains the classes of information the College makes available under its publication scheme, how that information may be accessed, and whether any charges may apply.

The College is a separate legal entity from the University of Cambridge. Some information relating to teaching, assessment, examinations, University-wide admissions, University procedures or shared services may be held by the University of Cambridge or another organisation, rather than by the College.

The College's commitment

In adopting the ICO Model Publication Scheme, the College commits to making information available as part of its normal business activities where it is appropriate and lawful to do so.

The College will:

- a) Publish or otherwise make available information which falls within the classes of information below;
- b) Explain where that information can be found;
- c) Publish information on the College website where reasonably practicable;
- d) Review and update information made available under this scheme; and
- e) Explain any charges which may apply.

The College is not required to create new information, record information it does not hold, or publish information which is not held for its own business purposes.

Information not routinely published

The College will not usually publish information under this scheme where it is not appropriate or lawful to do so.

This may include information which is:

- a) Exempt from disclosure under FOIA or excepted from disclosure under EIR;

Version No: 1.0	Approval Date: 21st September 2026	Document Owner: Governance, Risk & Compliance Manager	Page No: 1
------------------------	--	--	-------------------



- b) Prohibited from disclosure by law;
- c) Personal data where disclosure would not comply with data protection legislation;
- d) Confidential, legally privileged or commercially sensitive;
- e) Security-sensitive, including information relating to cyber security, safeguarding, health and safety risks, or crime prevention;
- f) In draft form;
- g) Internal correspondence, notes or working papers;
- h) Related to individual students, applicants, staff, Fellows, alumni, donors, visitors or guests; or
- i) Archived, superseded, out of date or not readily accessible.

Where appropriate, the College may publish or disclose information in redacted or summary form.

How information is made available

Most information covered by this scheme is available on the [College website](#) free of charge.

Where information is not available on the website, it may be requested from:

Governance, Risk & Compliance Manager

St Edmund's College
Mount Pleasant
Cambridge
CB3 0BN

Email: grcm@st-edmunds.cam.ac.uk

Further information about making FOIA, EIR and data protection requests is available on the College's [Data Protection webpage](#).

The College will comply with its legal obligations to provide reasonable adjustments and accessible formats where required.

Guide to Information

The College's publication scheme is organised under the seven classes of information set out in the ICO Model Publication Scheme.

Class 1: Who we are and what we do

The College publishes or signposts information about its legal status, governance, structure, location and key contacts.

Version No: 1.0	Approval Date: 21st September 2026	Document Owner: Governance, Risk & Compliance Manager	Page No: 2
------------------------	--	--	-------------------



This includes, where applicable:

- a) The [Royal Charter](#);
- b) The [Statutes](#) and [Ordinances](#);
- c) [Governance arrangements](#), including information about the Governing Body and Council;
- d) The College's [charitable status and charity registration](#);
- e) [Annual Reports and Financial Statements](#);
- f) Information about the [Master, College Officers and senior staff](#);
- g) [Contact details and visitor information](#);
- h) Information about the [Von Hügel Institute](#); and
- i) Relevant public records for associated or historic College-related companies or entities, including Companies House records for [St Edmund's College Cambridge](#) and [ED Developments Limited](#), where available through public registers.

The College does not routinely publish internal governance papers, reserved minutes, appointment records, committee working papers, personal contact details or information relating to individual members of the College community.

Class 2: What we spend and how we spend it

The College publishes or signposts financial information which it is required or expected to make publicly available.

This includes, where applicable:

- a) [Annual Reports and Financial Statements](#), which include the independent auditor's report, public benefit reporting, and summary information about the College's income, expenditure, reserves, investments and fixed assets;
- b) Published [undergraduate fees](#) and [postgraduate fees](#), where these are made available by the College or the University;
- c) Published [accommodation charges](#), including room grades and related accommodation information;
- d) Other published student-facing charges, where applicable; and
- e) Other financial information required to be published by law or charity reporting requirements.



This information is generally available through the [College website](#), the relevant year's [Annual Report and Financial Statements](#), the [Charity Commission register](#), University webpages, or relevant student-facing pages.

The College does not routinely publish internal budgets, management accounts, cashflow forecasts, bank details, detailed supplier information, tenders, tender evaluations, contract pricing, individual salary information, payroll records or commercially sensitive financial, procurement or property information.

Class 3: What our priorities are and how we are doing

The College publishes or signposts information about its priorities and performance where this is required, expected or already published as part of the College's normal reporting.

This includes, where applicable:

- a) [Annual Reports and Financial Statements](#), which include public benefit reporting and other information about the College's activities, priorities and financial performance;
- b) Published [strategy, values or priorities](#);
- c) Published [development, alumni or fundraising priorities](#);
- d) Published [sustainability information](#); and
- e) Regulatory or statutory reports which the College is required to make public.

This information is generally available through the [College website](#), the relevant year's [Annual Report and Financial Statements](#), the [Charity Commission register](#), or other relevant published webpages.

Teaching, assessment, examinations and academic quality arrangements are often governed by University of Cambridge procedures rather than by the College alone. Where relevant, the College may signpost to information published by the University.

The College does not routinely publish internal strategy documents, operational plans, risk registers, internal audit reports, compliance reports, management action plans, unpublished impact assessments, draft plans, or information relating to individual students, staff, Fellows or applicants.

Class 4: How we make decisions

The College publishes or signposts information about its formal governance and decision-making arrangements.

This includes, where applicable:

- a) The [Royal Charter](#), [Statutes](#) and [Ordinances](#);
- b) Information about the [Governing Body, Council and principal governance bodies](#);
- c) Published [policies and procedures](#) which explain decision-making processes;
- d) Public consultations or statements, where applicable; and

Version No: 1.0	Approval Date: 21st September 2026	Document Owner: Governance, Risk & Compliance Manager	Page No: 4
------------------------	--	--	-------------------



- e) [Current vacancies](#) and published recruitment information.

The College does not routinely publish agendas, papers or minutes of the Governing Body, Council or committees. This is because those records frequently contain reserved, confidential, personal, commercially sensitive, legally privileged or internal business.

Approved non-confidential minutes, or extracts from minutes, may be considered on request, subject to redaction and any applicable exemptions.

Class 5: Our policies and procedures

The College publishes key policies and procedures where publication is required, expected, or appropriate because the document has broad application to students, staff, Fellows, applicants, visitors or members of the public.

Most published College policies and procedures are available on the College's [Policies and Procedures webpage](#). This includes, where applicable, policies and procedures relating to:

- a) Freedom of speech;
- b) Student discipline, complaints and appeals;
- c) Fellows' disciplinary and grievance matters;
- d) External feedback and complaints;
- e) Equality, diversity and inclusion;
- f) Health and safety, fire safety and safeguarding; and
- g) Accommodation, student support and other operational matters.

Data protection materials are available separately on the College's [Data Protection webpage](#). This includes, where applicable, the College's Data Protection Policy, privacy notices, data protection statements, and the CCTV and ANPR Policy.

Some student-facing, staff-facing or member policies may be made available through internal College systems rather than on the public website. Requests for such policies will be considered under the FOIA, subject to any applicable exemptions.

The College does not routinely publish internal operating procedures, staff-only guidance, security procedures, cyber security procedures, detailed risk assessments, draft policies, superseded policies, HR records, welfare records, safeguarding records, disciplinary records or other confidential case records.

Class 6: Lists and registers

The College publishes or signposts public registers and records which it is legally required to make available or which are otherwise publicly accessible.

Version No: 1.0	Approval Date: 21st September 2026	Document Owner: Governance, Risk & Compliance Manager	Page No: 5
------------------------	--	--	-------------------



This includes, where applicable:

- a) The College's [Charity Commission register](#) entry;
- b) Companies House records for relevant associated or historic College-related companies, including [St Edmund's College Cambridge](#) and [ED Developments Limited](#);
- c) [Annual Reports and Financial Statements](#);
- d) Published [archive catalogue information](#); and
- e) Summary information about fixed assets and investments, as reported in the [Annual Report and Financial Statements](#).

The College does not maintain a single public register of all information it holds. The College does not currently maintain a public disclosure log of FOIA or EIR requests.

The College does not routinely publish detailed asset registers, information asset registers, valuations, insurance schedules, security-sensitive asset information, internal registers, or registers of interests, gifts or hospitality in full. Requests for information will be considered on a case-by-case basis.

Class 7: The services we offer

The College publishes or signposts information about services it provides where that information is intended for students, applicants, staff, Fellows, visitors, alumni or the public.

This includes, where applicable:

- a) [Undergraduate and postgraduate study](#) information;
- b) [Admissions and offer-holder](#) information;
- c) [Accommodation](#) information;
- d) [Student support, wellbeing](#) and [College life](#) information;
- e) [Library, chapel, dining, facilities](#) and [visitor information](#);
- f) [Conferences and events](#) information;
- g) [Alumni and development](#) information;
- h) [News, events and media releases](#);
- i) Information about the [Von Hügel Institute](#); and
- j) [Archive](#) information.



This information is generally available through the College website, the University website, student-facing platforms, the Combination Room website, ArchiveSearch or other linked webpages.

The College does not routinely publish confidential welfare information, individual support records, safeguarding records, private event arrangements, commercial quotes, contracts, donor records, alumni records, or information relating to identifiable individuals.

Charges

Information published on the College website is free of charge.

The College may charge for actual disbursement costs where information is provided by other means. This may include photocopying, printing, postage and packaging.

Where a charge applies, the College will confirm the amount before providing the information. Payment may be required in advance.

Information	Where available
Information accessed through the College website	Free
Information sent by email where readily available electronically	Normally free
Photocopying or printing	Actual cost, where charged
Postage and packaging	Actual cost, where charged
Information provided in hard copy where it is already available online	Actual cost, where charged
Inspection of information by appointment	Normally free, unless direct costs are incurred
Information subject to a statutory charging regime	In accordance with the applicable regime

Copyright and re-use

Unless otherwise stated, copyright in information published by the College belongs to the College or to another identified rights holder.

Information made available under this scheme may be used for private study, non-commercial research and other lawful purposes permitted by copyright law. Wider re-use, including commercial re-use, may require permission from the College or the relevant rights holder.

Where the College publishes datasets under FOIA, it will do so in a reusable electronic form where reasonably practicable and will explain any applicable re-use terms.

Review and contact

This publication scheme will be reviewed at least annually, or sooner where there are material changes to the College's legal obligations, governance arrangements or publication practices.

Questions about this scheme should be sent to:

Governance, Risk and Compliance Manager
St Edmund's College

Version No: 1.0	Approval Date: 21st September 2026	Document Owner: Governance, Risk & Compliance Manager	Page No: 7
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St Edmund's College
University of Cambridge

Mount Pleasant
Cambridge
CB3 0BN

Email: grcm@st-edmunds.cam.ac.uk