



GCCS FOIL Policy

GCCS intends to comply in full with the New York State Freedom of Information Law (FOIL). The following procedure has been established to respond to requests for information under FOIL:

- Upon receipt of a written request for information that is required by FOIL to be disclosed, GCCS will respond in one of three ways within five business days:
- By making the information available to the person who requested it
- By denying the request in writing, or
- By providing a written acknowledgement of receipt which will include an approximate date by which time the request will be granted or denied.

Any person who is denied access to a record will have a 30 day opportunity to appeal the decision to the School Leader, or his or her designees. If the school receives such an appeal, the school will either provide access to the record(s) in question, or fully explain the reasons for further denial.

GCCS may deny access to a registered record for several reasons. These include that:

- Such action would constitute an unwarranted invasion of personal privacy
- Such records are compiled for law enforcement purposes
- Such records are inter-agency or intra-agency material that are not statistical tabulations or data, instruction to employees that affect the public, or a final policy.

Other than the School Leader, GCCS employees will not, in any way, release information about the school, its activities, or the activities of other employees except as normally required by their duties or as expressly permitted by the School Leader. Employees will not publish, disclose, or authorize anyone else to publish or disclose any proprietary information about the organization, except with the expressed permission of the School Leader. No person other than an authorized member of the Board of Trustees or the School Leader is authorized to respond orally or in writing to any inquiry regarding employees of GCCS.