

OTTERHAMPTON PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

This policy was adopted by the Parish Council at its meeting held on 5 July 2018

Introduction

1. Otterhampton Parish Council is committed to making information publicly available whenever possible. The Council has adopted the Model Publication Scheme produced by the Information Commissioners' Office which sets out what information the Council should publish.
2. If it is thought that the Parish Council might have information that is not listed in the Model Publication Scheme a request to see it can be submitted via letter, or email. The Parish Council will then advise whether it has the information and if it does have it, will provide it. There are a few exemptions for example personal data about other individuals, where the Parish Council may refuse to provide information.
3. More about an individual's rights to information can be obtained from the Information Commissioner's Office (Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, tel 0303 123 1113 or 01625 545 745, www.ico.gov.uk)

Procedure

1. Requests for information must be in writing to the Clerk. The request must contain a full description of the information required and must show the name and address of the requestor.
2. When a valid request for information has been received, the Parish Council will acknowledge the request within three working days together with a scale of appropriate charges.
3. If the information is available on-line, the requestor will be directed to find the information there unless the requestor is not able to access it. A copy of the Parish Council's Publication Scheme is available on request.
4. Within 20 days of receipt of a valid request the Parish Council will reply stating whether it holds the information and if so the information will be communicated to the requestor.
5. If the work is likely to cost more than £200 to complete when complying with a request or a linked series of requests from the same person or group then the Parish Council is entitled to refuse to provide such information.
6. Members of the Parish Council will forward any Freedom of Information requests to the Clerk to deal with. The Clerk will advise the Council of any requests and the response.
7. No information will be released if it is likely to breach the General Data Protection Regulations, for example the disclosure of personal or commercially sensitive information.