

Information Request Policy

1. Purpose

Alstonefield Parish Council is committed to complying with the Freedom of Information (FOI) Act 2000, and to publishing or making available information held by the Council in accordance with the Act. This policy sets out how the Council complies with its duties under the Act.

2. Alstonefield Parish Council Publication Scheme

In accordance with the FOI Act, the Parish Council has a Publication Scheme. The Scheme is a list of all the information that the Parish Council routinely publishes either in hard copy format, or electronically through the web or email.

The Publication Scheme has been produced in response to the requirements of Section 19 of the FOI Act and it also supports the Parish Council's commitment to make information of public interest widely available in the interests of openness and accountability. Much of the information is available through the Parish Council's website. For other information or queries about the scheme please contact the Parish Clerk.

3. Requesting information not found in the Publication Scheme

Anyone can make a request for information under the FOI Act. There is no age limit and you do not have to be a parishioner.

Requests for information must be made in writing, either by letter or email. When making a request, you must provide your name, a contact postal or email address, and a detailed description of the information that you require. Information will be shared digitally wherever possible and any items not already published on the parish website will be published.

We will respond with 20 working days to straightforward requests. Please note that there may be a charge for providing the information. We will let you know if a fee applies to your request.

If the information requested falls under any of the classes of exempt information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case, we will let you know and explain why the information cannot be supplied.

If we do not hold the information that you have requested, we will let you know.

4. Information Commissioners Office Membership and Guidance

Alstonefield Parish Council are members of the ICO and take advice and guidance from it's helpline for all FOI requests to ensure that best practice is followed. The ICO helpline advise on issues such as personal data, exclusions and repeated or vexatious requests.

5. Complaints

If you have a complaint arising from our response to your FOI request, please contact the Parish Clerk in the first instance. If the Parish Clerk is unable to resolve the issue the matter will be referred in accordance with the Parish Council's adopted Complaints procedure.

If you remain dissatisfied, you have the right to appeal by contacting the Information Commissioner's Office www.ico.org.uk.