



Information Request Policy

Requests for Information

If information is not included in the Publication Scheme or published on the Parish Council website, individuals can submit a request for information to the Council, subject to some exemptions.

Examples of exemptions, that information that will not be provided to the public, are listed below:

- Information is already reasonably accessible to the public by other means (for example, it may already be listed in the Publication Scheme or available on the Parish Council web site).
- Personal information (this is covered by the Data Protection Act 1998).
- Information provided to the Council in confidence.
- Information prohibited from disclosure under other laws, obligations or legislation.
- Information which may prejudice law enforcement matters.
- Information subject to legal professional privilege.
- Information which would prejudice the commercial interests of any person

A request for information is any request which ¹

- (a) is in writing [(Requests for environmental information can be made verbally)²]¹,
- (b) states the name of the applicant and an address for correspondence, and
- (c) describes the information requested.

a request is to be treated as made in writing where the text of the request—

- (a) is transmitted by electronic means,
- (b) is received in legible form, and
- (c) is capable of being used for subsequent reference.

A request is received when it is delivered to the Parish Council, or when it is delivered to the inbox of a member of staff. The date of receipt is **not** the date the request is passed to the appropriate person for processing.³

¹ Section 8 (1) Freedom of Information Act 2000

² Environmental Information Regulations 2004

³ Freedom of Information Act Awareness Guidance No. 11 [Information Commissioner's Office]

The appropriate person for processing requests for information is the Clerk and all requests for information must be communicated to the Clerk immediately on receipt.

Response

Cuxton Parish Council will respond to all requests for information by providing the information requested within 20 working days of receipt.

All requests will be acknowledged in writing.

The information will be retrieved and checked for any exemptions that may apply.

The Clerk will then contact the person making the request to make suitable arrangements for them to view it or receive a copy.

If it is clearly going to take longer than 20 working days to collate the information requested, the Clerk will contact the person making the request and explain why and how long it will take to obtain the information.

If the information cannot be released due to;

- An exemption.
- The cost of retrieving that information exceeds the threshold set out in the act.
- The Council does not hold the information.

The Clerk will inform the person making the request in writing.

Adopted 5 March 2009

ⁱ Amended 14 May 2009