



## Freedom of Information Policy

Droxford Parish Council has a commitment to openness and transparency. The Council has always been prepared to make relevant information available, where possible, to individuals who may request it. This is subject to the safeguarding of the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Freedom of Information Act, which came into force on 1st January 2005, (updated March 2022) gives everyone a statutory right of access to information held by public bodies such as the Parish Council.

### Information about the Parish Council

A significant amount of information about the Parish Council is available from the Council's website. If information is required in an alternative format please contact the Clerk.

### Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help the Council identify the precise information required, email the Clerk: [clerk@droxfordparishcouncil.gov.uk](mailto:clerk@droxfordparishcouncil.gov.uk) or write to

The Clerk  
Droxford Parish Council  
PO Box 504  
Southampton  
SO30 9GB

The request should include name and full postal address, as required under the Act, and a clear description of the information required. When making a request a preference can be stated of how the information is to be provided i.e. hard copy, electronic copy, an opportunity to inspect a record or providing a summary of the information. The Council will endeavour to meet any preference as far as it is reasonably practical or will notify the correspondent if it cannot do so.

### Responding to a request

The Clerk will inform in writing whether or not the Council holds the information requested. If the Council holds the information it will be provided no later than 20 working days following the request.

The Freedom of Information Act identifies a number of categories of information which the Parish Council is not required to disclose under the Act. If this is the case, the Clerk will write to the correspondent stating the exemption which provides the basis for refusal within the Act and why it applies to the information requested. This will be communicated within the

20 working daytime period. Any refusal of information under the Act will be reported to the Council.

### **Charges for providing information under the Freedom of Information Act**

There is no 'flat rate fee' for the provision of information and in many cases the information can be provided free of charge. If the information is not readily available in the form requested, the Council may charge a fee based on the costs associated with providing the information, i.e. employee time spent locating or compiling the information, printing, photocopying or postage.

The Freedom of Information Act permits the Council to refuse a request if it is estimated that the cost to the Council would be in excess of the appropriate cost limit (currently £450).

### **Freedom of Information Fees Notice**

If a fee is required or if the costs are estimated to exceed the appropriate limit the Clerk will write to the requestor to advise of the fee required within 20 working days of receipt of the request. This is known as the 'Fees Notice'. When a Fees Notice has been issued the 20 working day time limit for responding stops and will start again once payment has been received. If the fee is not received within 3 months the Council is not obliged to comply with the request.

### **Complaints**

If an individual is dissatisfied with the way the Parish Council has responded to a request for information they should write to: The Clerk, Droxford Parish Council, PO Box 505, Southampton, SO30 9GB.

If the individual is still dissatisfied they can contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel No: 0303 123 1113

<https://ico.org.uk/global/contact-us/>