



BRANDON
TOWN COUNCIL

Freedom of Information Policy

The Freedom of Information Act 2000 came into force on 1st January 2005 enabling greater access to information that is held by public authorities.

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places several obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information, and subject to exemptions, must be supplied with that information.

For a full list of exemptions and further information relating to the Act, see the Department for Constitutional Affairs website, or the Information Commissioner's website. Individuals already have the right of access to information about themselves under the Data Protection Act 1998.

As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow public access to all types of information held. Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the way it intends to publish the information, and whether a charge will be made for the information.

The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Most routinely published information provided by the Council is available from this website. If after using the search facilities you are still unable to access the information you require, please submit a Freedom of Information request to the contact details below.

Your request must be made in writing. This can be in any written form, such as a letter, fax, or email. The request must state your name and address for correspondence and describe the information required.

Freedom of Information requests will generally be dealt within 20 working days of being received, although this timescale can be extended in certain circumstances.

You may request that the information be supplied in any form, however the Council will consider the cost of supplying the information in this form before complying with your request. You may ask for a copy of the information sought, or for permission to inspect the records containing the information.

The Council will provide the information in the form requested unless it is unreasonable to do so. The Council will charge the full cost for disbursements such as copying and printing. A fees notice will be sent to you that will put a hold on the 20 days for responding to your initial request until the fee is paid.

If after three months the fee is unpaid, it will be assumed that you no longer require the information.

Contact details:

The Town Clerk
Brandon Town Council
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA
Telephone: 01842 811844 Email: office@brandon-tc.gov.uk

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