

Cannock Wood Parish Council
Policy on Freedom of Information
Processing Requests

1. Requests must be made in writing to the Parish Clerk
2. Requests must contain a name and address – including e-mail address if you have one.
3. Request must describe the information required
4. Response from the Parish Council will be made within 10 working days. In certain circumstances the full response time may be extended after an initial response
5. Information can be viewed at the Clerk's residence or hired hall, with the Clerk, Chairman or other member of the Council present.
6. Requests can be made for photocopies; the Parish Council reserves the right to charge for this service.
7. In certain circumstances, information can be with-held if it falls into the exemptions category, for example
 - Information which would breach the Data Protection Act 2018
 - Information which would fall within the Environmental Information Regulations 2004
 - Information which would prejudice commercially sensitive information and confidential information.
 - If information requested relates to another Public Authority, the request will be forwarded to the appropriate Authority and an acknowledgement letter will be sent.

Adopted: April 2022

Next review June 2027