Frindsbury Extra Parish Council

Freedom of information policy

Under the Freedom of Information Act 2000 (FOIA), Frindsbury Extra Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA). If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact the Parish Office.

Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website. Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a paper copy can be requested at a small charge.

Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights. If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk Data Protection You have the right to request access to the information we have on you. You can do this by contacting the Parish Office.

Charges

The Council's Fees and Charges are stated in the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge. If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request. An additional charge is made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme which will be amended periodically as necessary.

Frindsbury Extra Parish Council

Approving committee: Frindsbury Extra Parish Council Meeting

Date of committee meeting: 27th February 2024

Policy Effect from: 28th February 2024

Date document reviewed: 27th January 2026