

## **Freedom of Information Act**

### Processing of Requests

1. Requests must be made in writing to the Clerk of the Parish Council.
2. Request must contain a name and address - including emails.
3. Requests must describe the information wanted.
4. A response must be made within 20 working days. This Council aims to reply between 5-10 working days dependent on staff availability. In certain circumstances the full response time can be extended after an initial response.
5. Information can be viewed by arrangement with the Clerk with the Chairman or other Member of Council present.
6. Requests can be made for photocopies; the Parish Council reserves the right to charge for this service.
7. In certain cases information can be withheld if it falls into the Exemptions Category. e.g. • Information which would breach the Data Protection Act 1998 • Information which would fall within the Environmental Information Regulations 2004 • Information which would prejudice international relations, commercially sensitive information and confidential information
8. If the information requested relates to another Public Authority the request can be forwarded to the appropriate Authority; an acknowledgement letter should be sent.