

SAMBOURNE PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Introduction

Under the Freedom of Information Act 2000 (FOIA), Sambourne Parish 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
- Whether or not a charge is made for such information

The Council has adopted the Model Publication Scheme.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council, without the need for a specific request to be made.

Other information is available from the Council by individual request, under the FOIA and the Data Protection Act.

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 Clerk or a copy can be requested.

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.

Data Protection

You have the right to request access to the information we have on you. You can do this by contacting the Clerk by email: clerk.sambourne@aol.com

Charges

The Council's Fees and Charges are stated at the end of 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 requester for the administration costs in meeting the request.

A charge may be made for photocopies.

Review of the Freedom of Information Policy and Publication Scheme

The Freedom of Information Policy and Publication Scheme was approved on 15th March 2021 and will be amended periodically as necessary. The Scheme will be reviewed annually.