

EASTFIELD PARISH COUNCIL

FREEDOM OF INFORMATION REQUEST POLICY. **(RE-ADOPTED 30 APRIL 2012)**

What is the Freedom of Information Act.

The Freedom of Information Act 2000 (FOI Act) came into force on 1 Jan 05 and gives the right to request all types of recorded information held by public authorities. The Act specifically states that:

- ‘Any person making a request for information to a public authority is entitled:
- a. To be informed in writing by the public authority whether it holds information of the description specified in the request.
 - b. If that is the case, then the information is communicated to him or her.’

Written requests for information under the FOI Act must be dealt with within 20 working days. If a fee is required, then the 20 working days may be extended by up to 3 months to allow for the fee to be paid.

Eastfield Parish Council Publication Scheme.

Eastfield Parish Council, in accordance with the FOI Act 2000, has a publication scheme which lists all the information held by the Parish Council either in hard copy, or electronically via email or the web site. The publication scheme is a guide to the information routinely stored by Eastfield Parish Council and is produced in response to section 19 of the FOI Act 2000. Much of the information is available through the Councils website, but other information or queries about the scheme is available from:

Clerk to Eastfield Parish Council
Community Centre
High Street
Eastfield
Scarborough
YO11 3LJ
Tel: 01723 586655
e-mail: eastfieldpc@btconnect.com

Requesting Information not found in the Publication Scheme.

If information is not available through the publication scheme, then you can make a request for information under the FOI Act 2000. The request must be in writing, must contain a name and address and must describe the information you want in enough detail that we can find it. A form is available as an annex to this document to enable you to make such requests.

As stated previously, any request made must be answered within 20 working days after receiving the request. A fee may be payable for providing the information and you will be advised if this applies to your request. If the information you requested falls within any of the 23 classes of exempt information, as defined by the FOI Act, then we will not be able to supply you with the information and you will be advised accordingly.

Complaints Procedure.

If there are complaints arising from the Councils response to the FOI Act or the Publication Scheme then they should be addressed initially to the Clerk to the Parish Council at the address above. If the Clerk to the Parish Council is unable to resolve a particular issue then the matter will be referred to the Full Council.

Complaints to the Information Commissioner.

If a complaint under the FOI Act is not resolved by the Full Council, then the matter may be referred to the Information Commissioner at the following address:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545745
Email: data@dataprotection.gov.uk

Annex A to
Freedom of Information Act Policy

FREEDOM OF INFORMATION ACT

Request for Information

Please use this proforma to make a request to Eastfield Parish Council for information held by them under the Freedom of Information Act 2000.

Your Name:	
Your Address (All correspondence will be forwarded to this address in connection with this request.)	
Daytime Telephone Number:	
Email Address:	

<p>Request. (Please provide as much detail of the information in which you are interested in to enable us to deal with the request as quickly as possible).</p>
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<p>Our Address: Send the completed form to: Clerk to Eastfield Town Council Community Centre High Street Eastfield Scarborough YO11 3LJ Email: eastfieldtc@btconnect.com</p>	<p>Preferred format for response:</p> <p>By Email Tick one _____</p> <p>By Post _____</p> <p>View/Inspect original documents _____</p>
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All requests that we receive under the FOI Act will be dealt with no later than 20 working days after we receive the request. Please note that there may be a charge for photocopying and postage which will need to be paid before the information is sent to you. Note that if the information requested falls within the 23 classes of exempt information under the FOI Act, then we will be unable to provide you with that information and you will be advised accordingly. Your personal information will only be used for the purpose of dealing with this request and will not be passed to any other third party/organisation without