

SYDENHAM DAMEREL PARISH COUNCIL

Freedom of Information Act Policy for Handling Requests for Information

November 2022

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from November 2022. This scheme will enable members of the public to view and access information held by the Parish Council.

How to obtain information

Agendas and Minutes of Meetings are posted onto Parish Notice Boards and on the Sydenham Damerel Parish Council website.

In addition, documents included in the publication scheme are available to view by contacting (the Clerk) in writing. This can be a letter or email.

If you wish to view information not included in the publication scheme, you should make your request in writing together with a description of the information you require.

Fees

Fees will cover printing, photocopying and postage.

Staff costs for compiling the information where they exceed £450. However, if the staff costs exceed £450 then the Council may refuse the request or can decide to comply free of charge.

Where a fee is being made, the information will be released on receipt of the fee. If the costs are less, then the excess will be refunded.

Exemptions

Some information may not be provided by the Council as there are exemptions in the Freedom of Information Act. For example, personal data about individuals which is protected by the Data Protection Act 1998, GDPR Act 2017 or commercially confidential information.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk. If you are still dissatisfied, you may contact the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Signed Chair

Date: