

## **Freedom of Information Policy**

### **Introduction**

Great Coxwell Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation.

This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

### **Scope**

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies regardless of the media the information is stored in whether the information may be on paper, held electronically or as an audio recording. The Act is fully retrospective.

### **Dealing with Requests**

The statutory timescale to deal with the request is no more than 20 working days. This can be extended in specific circumstances on legal advice.

The Council will claim exemptions as appropriate under the Freedom of Information Act whilst maintaining a commitment to openness, scrutiny and the public interest and will inform the FOI applicant when exemptions have been applied.

Where appropriate, requests in writing will be treated as Freedom of Information requests.

There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450 this provision is found at section 12 of the Act.)

### **Relationship with the Data Protection Act**

GCPC has a legal duty to protect personal data under the Data Protection Act 2018. The Council will carefully consider its responsibilities under the Data Protection Act before releasing any personal data about living individuals, including current and former officers, current and former Council Members, and users of the Council's services.

### **Responsibilities**

The Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Clerk is also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

### **Contact Details**

[clerk@greatcoxwell.com](mailto:clerk@greatcoxwell.com)

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

[www ICO.org.uk](http://www ICO.org.uk)

**Adopted: April 2023**

**Review: April 2025**