



Protocol for dealing with Freedom of Information (FOI) Requests

Introduction

Credition Town Council (CTC) has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.

Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.

Responsibility for dealing with all requests for information has been delegated to the Town Clerk.

How to make an FOI Request

A request for information must be made by letter or e-mail and should be sent to the Town Clerk. The request must include a contact name, an address for correspondence and state clearly what information is required.

Steps for dealing with an FOI Request

- 1) CTC will identify whether the requested data is held by CTC. If not, the applicant will be notified accordingly.
- 2) If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- 3) If the request for information is unclear, the Town Clerk or an appropriate officer will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
- 4) If the information is not held by CTC, but is aware of another public body which may hold the information, the applicant will be given details of which public authority is believed to hold the information.
- 5) Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- 6) Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.

Recording FOI Requests

All FOI requests will be held by CTC and will be made publicly available, where it is appropriate to do so.

CTC will publish all requests and their outcomes on its website.

Complaints

Where any complaint is received about the processing of any request for information, this will be referred on to Full Council for attention.

Referral to the Information Commissioners Office

Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred to Full Council for attention.

Monitoring and Compliance

This policy will be reviewed upon any change of Data Protection Officer or change of legislation and no less than every two years.