



## **FREEDOM OF INFORMATION POLICY**

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by Desford Parish Council.

Our Publication Scheme provides a detailed guide to the information which is available.

### **1. The method by which information will be made available:**

- 1.1** Information will be provided either on our website, social media or via the Parish Clerk.
- 1.2** In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information may be arranged with the Clerk within a reasonable timescale.
- 1.3** Obligations under DDA and GDPR legislation to provide information in other forms and formats will be adhered to when required.

### **2. Making a request:**

- 2.1** A request must be in writing to the Parish Clerk and must include sufficient information to identify precisely what is requested. If there is a significant amount of work involved in producing the information, this may take a considerable time.
- 2.2** Information will be supplied in the most appropriate manner.
- 2.3** The Council will respond no later than 20 working days following the receipt of the request.

### **3. Responding to Requests**

We will inform the person requesting the information in writing if Desford Parish Council hold the information requested and if so, will provide the information no later than 20 working days after receipt of the request.

Requests may be refused on the following grounds:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

### **4. Information Exempt from the Act**

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act.

For example, any request where harm would arise or would be likely to arise from disclosure eg. if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the UK General Data Protection Regulation (the UK GDPR) or the Data Protection Act 2018 (the DPA2018).

In this case, the Parish Council will write to the person requesting the information, stating the exemption which provides the basis for refusal within the Act. The Council will communicate this within 20 working days.

## **5. Schedule of Fees:**

- 5.1** A charge may be made for dealing with a request. If a charge is to be made, an estimate of the fee will be given. The estimated amount must be paid in advance and any adjustment, either refund or additional amount, must be refunded or paid before the information is released.
- 5.2** Charges may be made to cover all costs incurred.
- 5.3** If payment is not received the council reserve the right to not response to the request.

## **6. Publication Scheme:**

Desford Parish Council will:

- 6.1** Make available information which is held by the Council and falls within the classifications below.
- 6.2** Publish the methods by which specific information is available, so that it can be easily identified and accessed by members of the public.
- 6.3** Review and update on a regular basis the information the Council makes available under this scheme.
- 6.4** Make this publication scheme available to the public.
- 6.5** Publish any dataset held by the Council that has been requested and, unless the Council is satisfied that it is not appropriate to do so, publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use. All documents will be published in a format which cannot be altered.

If any information in the dataset is a relevant copyright work, make the information available for re-use under the terms of the Re-use of Public Sector Information regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

The Reuse of Public Sector Information Regulations 2015 may be found at [www.legislation.gov.uk/uksi/2015/1415](http://www.legislation.gov.uk/uksi/2015/1415)

The Freedom of Information Act may be found at [www.legislation.gov.uk/ukpga/2000/36/contents](http://www.legislation.gov.uk/ukpga/2000/36/contents)

## **7. Classes of Information:**

- 7.1 Who we are and what we do:** Organisational information, locations and contacts.
- 7.2 What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 7.3 What our priorities are and how we are doing:** strategies and plans, performance indicators, audits, inspections and reviews.
- 7.4 How we make decisions:** Agendas and minutes of meetings
- 7.5 Our policies and procedures**
- 7.6 Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the Council.
- 7.7 The services we offer:** information about services such as allotments, cemetery, recreational facilities.

The Register of Members Interests is held by Hinckley & Bosworth Borough Council and displayed on the Parish Council website.

## **8. Exemptions:** *(for a list of exemptions please contact the Clerk)*

- 8.1** Information can only be withheld if the public interest in withholding it is greater than the public interest in releasing it
- 8.2** The Council must explain the reasons for the exemption to the applicant.

*Amended and Adopted by Desford Parish Council on 21st February 2024*