

# Sherburn Parish Council

## Freedom Of Information Request Policy

### 1. Freedom of Information

- 1.1 The Freedom of Information Act 2000 (FOI Act) came into force on January 1<sup>st</sup> 2005. It gives the right to request all types of recorded information held by public authorities.
- 1.2. The Act specifically states that:  
Any person making a request for information to a public authority is entitled to
  - a) To be informed in writing by the public authority whether it holds any information of the description specified in the request.
  - b) If that is the case, to have that information communicated to him or her.
- 1.3. Written requests for information under the FOI Act must be dealt with within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.
- 1.4 If you wish to obtain information from Sherburn Parish Council you should first check whether it is contained within the Council's Publication Scheme.

### 2. Sherburn Parish Council Publication Scheme

- 2.1. In accordance with the FOI Act 2000 Sherburn Parish Council has a 'publication scheme'. The scheme contains a list of all the information Sherburn Parish Council makes available to the public either in hard copy format or electronically via the web or e-mail.
- 2.2 The Publication Scheme is a guide to information routinely published by Sherburn Parish Council. It has been produced in response to the requirements of section 19 of the FOI Act 2000 but it also supports the Sherburn Parish Council's commitment to make information of public interest widely and easily available in the interests of open and accountable government. Much of the information is available through the Council's website, but for other information or any queries about the Scheme please contact:  
Clerk to Sherburn Parish Council  
26 Pomona Way, Driffield, East Yorkshire, YO25 6YH  
Email: [sherburnpcclerk@outlook.com](mailto:sherburnpcclerk@outlook.com)

### 3. Requesting information not found in the Publication Scheme

- 3.1 If you can't find the information you are interested in through the Publication Scheme, then you can make a request for information under the FOI Act. Requests must be in writing, must contain a name and address for us to contact you, and must describe the information you want in enough detail that we can find it. You can use the form at the bottom of this page to make a request for information under the FOI Act.
- 3.2 All requests that we receive under the FOI Act will be dealt with promptly, and no later than 20 working days after we receive the request. Please note that we may charge a fee for providing you with the information- we will let you know if a fee applies to your requests.

- 3.3. If the information you have requested falls under any of the 23 classes of exempt information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case, we will let you know and explain why we cannot give you the information.

#### **4. Councils Complaints Procedure**

- 4.1. If there are any complaints arising out of the Council's response to the FOI Act or its Publication Scheme they should be made initially to the Clerk.
- 4.2. If the Clerk to the Parish Council is unable to resolve a particular issue then the matter will be referred to the full Council.

#### **5. Complaints to the Information Commissioner**

- 5.1 If a complaint arising from the FOI Act is not resolved by the council the matter may be referred to

Information Commissioner  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

Tel 01625 545745  
Fax 01625 524510

E-mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

# Sherburn Parish Council

Clerk to the Council, 26 Pomona Way, Drifffield, YO25 6YH

Tel: 01377 821201 Email: [sherburnpcclerk@outlook.com](mailto:sherburnpcclerk@outlook.com)

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## Freedom Of Information Act 2000

### Request For Information

Please use this form to make a request for information held by Sherburn Parish Council under the Freedom of Information Act 2000 (FOI Act) Provide as much detail as possible to enable us to identify and find the information you are interested in.

<b>Your Name</b>	
<b>Your Address</b> (all correspondence relating to you request will be sent to this address unless stated otherwise)	
<b>Daytime Telephone Number</b>	
<b>Evening Telephone Number</b>	
<b>Email Address</b>	
<b>Request:</b> (please provide a detailed description of the information you are interested in to enable us to deal with the request quickly and easily)	
<b>Preferred Format For Response</b>	Email / Post