

Apuldram Parish Meeting

FREEDOM OF INFORMATION POLICY

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The parish meeting will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 Information is freely available on the parish meeting's website, which can be found at www.apuldramparish.gov.uk

2.2 If you are unable to find the information you are looking for, you can request the information directly from the clerk of the parish meeting.

2.3 The preferred method for requesting information from the parish meeting is in writing; by email, to ensure the request is clearly understood. Requests should be made to: clerk@apuldramparish.gov.uk

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The parish meeting would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

3.2 If you believe that the parish meeting has not dealt with your request fairly and it cannot be resolved on an informal basis, please contact the Chairman of the Parish Meeting.

3.3 If you have followed our procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

This policy will be reviewed annually.

Adopted on: 23rd May 2024

Minute No: 08.24(3)