



## Winsham Parish Council

### Freedom of Information Policy

#### Freedom of Information

Winsham Parish Council (hereafter 'the council') has a Publication Scheme a hard copy of which can be obtained from the Clerk and is available on the Parish Council's website. This scheme enables members of the public to view and access information held by the Council.

#### How to Obtain Information

1. The Parish Council (PC) website at <http://www.winshamparishcouncil.org.uk/default.aspx>. The web site holds the type of information which the Council routinely publishes e.g. Minutes of Meetings and Agendas for forthcoming meetings.
2. For older dated information, you may also find Parish Council information in the PC section of the web site at [www.winsham.org.uk](http://www.winsham.org.uk), or the Winsham Web Museum, at <http://www.winshamwebmuseum.co.uk/>
3. Documents held by the Clerk in the Council's office in Jubilee Hall, Church Street, Winsham. If you wish to view other documents please contact the Clerk, either by post or by email. All requests for information should be in writing and include your name, contact details for correspondence and a detailed description of the information you require.

#### Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information after any relevant fee has been paid (unless an exemption applies).

#### Exemptions

There are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

#### Charges

1. Disbursement costs such as printing, photocopying and postage; and
2. For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:
  - refuse the request
  - comply with the request and charge for allowable costs as prescribed in the regulations
  - comply with the request free of charge.

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

**Further Help**

Please contact the Parish Clerk if you need help in accessing information from the Council under the Freedom of Information Act. There is further information on the website of the Information Commissioner.

**Complaints**

If you are dissatisfied with the response from the Council then please put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Reviewed and adopted by Full Council on 4<sup>th</sup> April 2018 Minute No: 3520 a)

Signed ..... Chairman