



Freshwater Parish Council

Freedom of Information Policy

2024



# Freshwater Parish Council

## Working For The Community

Freshwater Parish Council (hereafter referred to as the Council) is committed to complying with the Freedom of Information Act 2000 and to publishing or making available information held by it in accordance with the Act.

The policy applies to all recorded information the Council holds, regardless of how and when it was created or received. It applies regardless of the media the information is stored in, whether the information is paper based or held electronically.

### Making a Freedom of Information Request

Requests for information under the Act must be:

- In writing (this includes requests by email)
- Contain the applicant's name and a correspondence address or email address
- A clear description of the information requested

Once a request is received the Council has 20 working days to:

- Confirm whether it holds the information requested
- Advise whether a fee is required for the information
- Advise who holds the information if the Council does not have it but has determined who holds it

### Dealing with Requests

The Council will respond to requests within 20 working days. Each request will be considered on its own merits.

The Council Publication Scheme lists information that is readily available and the cost of providing it. Payment may be requested prior to the information being provided. Any information not listed may be requested but may not be available for reasons beyond the Council's control.

The exemptions from the general rights of access in Part II of the Act are as follows:

- Information accessible to applicant by other means (through another Act or publication scheme)
- Information intended for future publication (whether there is an intended publication date or not)
- Information supplied by, or relating to, bodies dealing with security matters
- National Security

- Defence
- International relations
- Relations with the United Kingdom (between the UK government, Scottish Administration, National Assembly for Wales, and the executive committee of Northern Ireland Assembly)
- The economy
- Criminal investigations and proceedings conducted by the authority
- Relating to civil or criminal investigations and procedures with confidential sources
- Law enforcement
- Court records, etc.
- Audit functions
- Parliamentary privilege
- Formulation of government policy, etc.
- Ministerial communications
- Law officers' advice
- Operation of Ministerial Private Officer
- Prejudice to effective conduct of public affairs
- Communications with Royal family and Household (Sovereign, and the person who is, or becomes heir or second heir)
- Communications with the Royal Household not on behalf of those who are already covered
- Honours
- Health and safety
- Environmental information (obliged to make available under the Aarhus convention, or would be obliged but for an exemption in Regulations under s74)
- Personal information (where the applicant is the data subject or third party subject)
- Information provided in confidence
- Legal professional privilege
- Trade secret
- Commercial interests
- Prohibitions on disclosure a) acts b) community obligations c) contempt of court

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest and will inform the FOI applicant when exemptions have been applied.

Applicants who are not satisfied with the information provided have the right to complain to the Council. If the issue is still not resolved to the applicant's satisfaction, then they can take their complaint to the Information Commissioner <https://ico.org.uk/global/contact-us/>

### Responsibilities

The Council's Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy.

To make a request, please apply in writing to:

The Clerk  
Freshwater Parish Council  
Parish Office  
Memorial Hall  
Avenue Road  
Freshwater  
PO40 9UU

Or by email to [clerk@freshwater-parish.org.uk](mailto:clerk@freshwater-parish.org.uk)