



<b>Studley Parish Council Policy</b>	
<b>FREEDOM OF INFORMATION</b>	
Status	Adopted
Date adopted	July 2022
Date of next review	July 2025

## Introduction

1. Studley Parish Council is committed to making information publicly available whenever possible. The Council has adopted the Model Publication Scheme produced by the Information Commissioners' Office which sets out the classes of information the Council is expected to publish. This Publication Scheme is available [here](#) and sets out how the information is published. Most of the Parish Council's information is already on the website here ([accessible here](#)) and can be provided electronically but there is a small amount which is only available in hard copy.
2. If it is thought the Parish Council might have information that is not listed in the Publication Scheme, a request to see it can be submitted in writing via letter to the parish council office or email via [clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk). The Parish Council will then advise whether it has the information and, if it does have it, will provide it. There are a few 'exemptions', for example personal data about other individuals, where the Parish Council may refuse to provide information.
3. More about an individual's rights to information can be obtained from the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.  
Tel: 08456 30 60 60 or 01625 54 57 45 / website: [www.ico.gsi.gov.uk](http://www.ico.gsi.gov.uk).

## Procedure

1. Requests for information must be put in writing to the Proper Officer (Clerk to the Council) Studley Parish Council, Studley Village Hall, Station Road, Studley B80 7HJ; this can include email to [clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk). The request must contain a full description of the information required and must show the name and address of the requestor.
2. When a valid request for information has been received the Parish Council, via the Proper Officer, will acknowledge the request within three working days together with a scale of appropriate charges.
3. If the information is available on-line, the requestor will be directed to find the information there unless the requestor does not have internet access.
4. Within 20 working days of receipt of a valid request the Parish Council, via the Proper Officer, will reply stating whether it holds the information and, if so, the information will be communicated to the requestor.
5. If the work is likely to take more than 18 hours to complete then the Parish Council is entitled to refuse to provide such information.
6. Where the Parish Council has more than 17 requests for the same or similar information, the information will be aggregated.
7. Members of the Council will forward any Freedom of Information requests they receive to the Proper Officer to deal with. The Proper Officer will advise the Council of any requests and the response.
8. No information will be released if it is likely to breach the Data Protection Act, for example the disclosure of personal information.

**Reference: NALC LTN37 (April 2021)**