

BURTON-IN-KENDAL PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Freedom of Information Act 2000 and Environmental Information Regulations 2004

Adopted: _____

Review Date: _____

1. Purpose

Burton-in-Kendal Parish Council is committed to openness and transparency and recognises the public's right to access information held by the Council.

This policy explains how the Council will respond to requests for information under:

- the Freedom of Information Act 2000 (FOIA); and
- the Environmental Information Regulations 2004 (EIR).

2. Scope

This policy applies to all councillors, employees, contractors acting on behalf of the Council, and all recorded information held by the Council in any format.

3. Publication Scheme

The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and routinely publishes information through its website and other means.

4. Making a Request

Requests for information should:

- be made in writing by email or letter;
- include the requester's name and contact details;
- clearly describe the information requested.

Requests should be sent to:

Clerk to Burton-in-Kendal Parish Council

Email: parishclerk@burton-in-kendal-pc.gov.uk

5. Response Times

The Council will normally respond within 20 working days under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

6. Charges

Most information requests will be provided free of charge. Reasonable charges may be made for photocopying, printing, postage or large and complex requests where permitted by legislation.

7. Exemptions and Exceptions

Some information may be withheld where exemptions or exceptions apply under legislation, including personal data, confidential information, legally privileged information and commercially sensitive information.

8. Environmental Information Regulations (EIR)

Requests relating to environmental matters will be handled under the Environmental Information Regulations 2004 where applicable.

9. Vexatious or Repeated Requests

The Council may refuse requests that are vexatious, repeated, manifestly unreasonable or excessively burdensome in accordance with legislation and ICO guidance.

10. Data Protection

Personal data contained within information requests shall be processed in accordance with the UK GDPR and the Data Protection Act 2018.

11. Responsibilities

The Clerk is responsible for managing requests, maintaining records and advising councillors on compliance.

Councillors must assist with lawful requests where appropriate and maintain confidentiality where required by law.

12. Complaints and Appeals

If a requester is dissatisfied with the Council's response, they may request an internal review.

If dissatisfaction remains, complaints may be referred to the Information Commissioner's Office (ICO).

13. Records Retention

The Council shall retain and dispose of records in accordance with its Retention Policy and legal obligations.

14. Review

This policy shall be reviewed every two years or sooner if required by legislation or guidance.

Approved and adopted by Burton-in-Kendal Parish Council.

Chairman: _____

Clerk: _____

Date: _____