

# SNETTISHAM PARISH COUNCIL – POLICIES

## **FREEDOM OF INFORMATION POLICY**

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### **I Information Requests**

You are allowed to request information from Council at any point. This is best done informally, simply by requesting what you require from the Clerk.

However, there may be times when you would like to ask for information more formally, which you are allowed to do under the Freedom of Information [FoI] Act. Requests made under the Act must be submitted in writing, including a name and contact address. Email requests are perfectly acceptable, as long as it is possible to reply to your email address.

Before you submit a request, please check the information you are looking for is not already available elsewhere, e.g. on the Council website.

Contact details are as follows:

Parish Clerk  
Snettisham Parish Council  
73 Lynn Rd  
Snettisham, PE31 7QA  
clerk@snettishamparishcouncil.gov.uk

Council has an obligation to answer your request within 20 working days. Requests will be acknowledged on receipt.

There are some exemptions to the disclosure of information under the Act, which may mean we cannot supply you with everything you have requested. Council will not usually charge for this service, but if the request is likely to take considerable staff time, it may do so as allowed under the Act.

### **II Additional policies**

- The Clerk should inform Councillors on receipt of any FoI application;
- The Clerk should inform Councillors when the request has been dealt with, copying the relevant information to them.

### **III Legal Framework**

The Freedom of Information Act provides for you to access information relating to the activities of public bodies.

A useful summary of your rights, the process and what to do if you feel the response is not adequate can be seen on the website of the Information Commissioner's Office: [What is the Freedom of Information Act? | ICO](#)

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