

# CORRINGHAM PARISH COUNCIL

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## FREEDOM OF INFORMATION REQUEST POLICY

**ADOPTED: JUNE 2025**

Doc Title:	<b>V1.0 FREEDOMM OF INFORMATION REQUEST</b>	Reviewed & Approved	June 2025
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## **Introduction:**

Compliance with the Freedom of Information Act 2000 is the legal responsibility of local authorities and other public organisations. It is part of a wider group of national policies which aim to modernise government and show people how it is working on their behalf.

Since January 2005 people have had a right to know what decisions are taken on their behalf, and how services are run.

Anyone has a right to request information from a public authority and can ask to see not only printed leaflets and other publications but also any background files and other records relating to the organisation's business unless statutory exemptions apply.

## **1. Publication Scheme**

Corringham Parish Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed and how. The Publication Scheme outlines any charges which may be made in supplying any information.

This Freedom of Information policy must be read in conjunction with Corringham Parish Council Publication Scheme.

You can find the Publication Scheme issued by Corringham Parish Council at: [www.corryingham.parish.lincolnshire.gov.uk/council-business/policies-and-procedures/20](http://www.corryingham.parish.lincolnshire.gov.uk/council-business/policies-and-procedures/20)

A hardcopy of the Publication Scheme can be requested via the clerk.

Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.

## **2. Requests for Information**

A request for information must be made in writing, by letter or e-mail, and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required, and in what format.

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The PC normally has 20 working days to respond to a request. You can find the guidance issued by The Information Commissioner's Office (ICO) that the Council must follow when responding to a request for information via: [www.ico.org.uk/media2/15ygu0s/guide-to-managing-an-foi-request-all-0-0-58.pdf](http://www.ico.org.uk/media2/15ygu0s/guide-to-managing-an-foi-request-all-0-0-58.pdf)

If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.

### 3. Responsibility

Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.

### 4. Release of Data

As per the ICO guidance, the clerk will identify whether the PC holds the requested data, and if it does not, the applicant will be notified accordingly.

If information is held and is not subject to any exemption, it will typically be provided within 20 working days unless a fee is payable or further clarification is required.

If the information is not held by the Council, but the Council is aware of another public authority which may hold the information, the request will either be forwarded to the public authority concerned, or the applicant will be given details of which public authority is believed to hold the information.

### 5. Exemptions

Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.

Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.

### 6. Complaints

Where any complaint or a request for review is received regards the request, this will be referred on to full Council for attention and action where required.

### 7. Information Commissioner Office

Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.

### Contact details:

**Clerk to the Council – [dsemleycorringhampc@gmail.com](mailto:dsemleycorringhampc@gmail.com)**

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