

# Selattyn and Gobowen Parish Council

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## Information Request Policy

### **1. Purpose**

Selattyn and Gobowen Parish Council is committed to complying with the Freedom of Information (FOI) Act 2000, and to publishing or making available information held by the Council in accordance with the Act. This policy sets out how the Council complies with its duties under the Act.

### **2. Selattyn and Gobowen Parish Council Publication Scheme**

In accordance with the FOI Act, the Parish Council has a **Publication Scheme**. The Scheme is a list of all the information that the Parish Council routinely publishes either in hard copy format, or electronically through the web or email.

The Publication Scheme has been produced in response to the requirements of Section 19 of the FOI Act and it also supports the Parish Council's commitment to make information of public interest widely available in the interests of openness and accountability. Much of the information is available through the Parish Council's website. For other information or queries about the scheme please contact the Parish Clerk.

### **3. Requesting information not found in the Publication Scheme**

Anyone can make a request for information under the FOI Act. There is no age limit and you do not have to be a parishioner.

Requests for information must be made in writing, either by letter or email. When making a request, you must provide your name, a contact postal or email address, and a detailed description of the information that you require. Please also specify the format in which you would like to receive the information.

We will respond with 20 working days to straightforward requests. Please note that there may be a charge for providing the information. We will let you know if a fee applies to your request.

If the information requested falls under any of the classes of exempt information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case, we will let you know and explain why the information cannot be supplied.

If we do not hold the information that you have requested, we will let you know.

### **4. Complaints**

If you have a complaint arising from our response to your FOI request, please contact the Parish Clerk in the first instance. If the Parish Clerk is unable to resolve the issue the matter will be referred in accordance with the Parish Council's adopted Complaints procedure.

If you remain dissatisfied, you have the right to appeal by contacting the Information Commissioner's Office at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk).