

Old Newton with Dagworth & Gipping Parish Council
Freedom of information Policy

Adopted & Updated 8th May 2019

Old Newton with Dagworth & Gipping Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

Model publication scheme

From 14th December 2008 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office.

Information about the Parish Council

You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the clerk to the Parish Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email or write to the Clerk.

Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

Charges for providing information under the Freedom of Information Act Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only and may also be found in the Crier which is delivered free to all households in the Parish.		
Who's who on the Council and its Committees	Website Parish Council Notice Board Hard Copy	Free Free 10p
Contact details for Parish Clerk and Council members	Website Hard Copy	Free