

# **Sampford Arundel Parish Council**

## **Freedom of Information Policy**

The Freedom of Information Act confers two general rights on the public, a right:

- To be informed whether a public body holds certain information, and
- To obtain a copy of that information

A request for information not included within the Publication Scheme must be made in writing, this includes via email, and a charge may be made for supply of the information.

Where possible the information will be supplied in the format requested by the applicant. However

### **Specific requests**

Requests can be met by providing a copy of the original document, as a summary of the original or even by allowing the applicant to visit the Clerk of the Parish Council to read the document(s).

Requests for information will be met **within 20 working days** of receipt of the request or fee.

### **Fees**

Ordinarily the Parish Council will charge not fee for documents requested, where the documents are easily accessible and able to be sent electronically, or viewed at the Clerk's premises, however, a 'reasonable fee' will apply if documents are required to be copied and posted

### **Exemptions**

The rights within the Freedom of Information Act may be limited by the applicability of the exemptions. Several sections of the Act confer an absolute exemption on information (see section 2(3)). This has the effect of exempting the Parish Council from confirming or denying that the information exists, or from disclosing the information at all.