

## Haddenham Parish Council

### Policy for Applications Under Freedom of Information Act 2000

1. The Freedom of Information Act gives anyone a general right of access to all recorded information held by Haddenham Parish Council. Recorded information can be held in the form of documents, emails or letters. The request does not have to be about the applicant and the applicant does not have to give a reason for wanting it.
2. A formal application for information must be made in writing to the Clerk. The applicant must clearly describe the information they require and include their name and address.
3. Upon receipt of a formal application the Council has up to 20 working days to decide whether the law permits the applicant to have that information, i.e. public information, Data Protection exempt. Although the Clerk will try to work within that period in some cases the time limit may need to be extended in order to clarify a request or allow the part-time Clerk hours to research what is requested. The time limit starts from the day after the Clerk received the request.
4. Upon receipt of a formal request the Clerk will carry out relevant electronic searches on the Council's computer records and manual searches of its documents for the information required. The applicant will be provided with a list of what information the Council holds in accordance with the request. Charges may apply depending on the information requested and in accordance with the Table of Charges shown overleaf and current legislation. Where charges apply payment must be received by the Clerk prior to the photocopying of the information requested.
5. Applications for information may be refused for the following reasons:
  - If the estimated costs of complying would exceed the set limit – currently £450 (18 hours x £25.00).
  - If the information requested cannot be identified.
  - If the request is considered vexatious – if the primary purpose of the request is to cause harm or annoyance and not obtain information.
  - If similar information has already been given to the applicant.
6. An applicant can complain if they have not received the information they requested. The Council accepts the complaints procedure as recognised by the Information Commissioner's Office. A leaflet is available from the Clerk or on the ICO website – [www.ico.gov.uk](http://www.ico.gov.uk)

Information regarding the above can be obtained from the Clerk:

Mrs Jenny Manning  
Clerk to Haddenham Parish Council  
8 Aldreth Road Haddenham Cambs CB6 3UB  
Tel: 01353 749919 Email: [clerk@haddenhamparishcouncil.org.uk](mailto:clerk@haddenhamparishcouncil.org.uk)

## **Freedom of Information Act 2000 - Publication Schemes**

### **List of Charges:**

Copies of recorded information/documents requested within the Haddenham Parish Council Publication Scheme	10p per photocopy sheet 2 <sup>nd</sup> Class postage costs £25 per additional hour where time spent exceeds the set limit of 18 hours
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Copies of recorded information/documents requested outside the Haddenham Parish Council Publication Scheme	10p per photocopy sheet 2 <sup>nd</sup> Class postage costs Clerk's out of office hours to photocopy items based on Clerk's current hourly rate Clerk's travelling expenses to place of photocopying @ 40p per mile (local government rate)
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An invoice detailing charges will be issued to the applicant and payment must be received by the Clerk prior to the photocopying and release of information requested.

**Reviewed and readopted on 16<sup>th</sup> July 2018**

**Minutes FC 07/2018 Item 16**