

# COLESHILL PARISH COUNCIL

## Freedom of Information Policy

### Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from 15<sup>th</sup> September 2014. This scheme will enable members of the public to view and access information held by the Parish Council.

### Obtaining Information and Information held

There are two ways to obtain the information:

- Parish Council web site.
  - The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. (coleshill.org)
- By written request to the Parish Clerk.
  - The clerk can be contacted either via the facility on the web site or in writing.
  - Your request must include your name, address for correspondence, and a description of the information you require
  - Some documents require some time to locate, so it may be necessary to make an appointment.

### Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee<sup>1</sup> will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

### Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

### Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk whose address can be found on the website.

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<sup>1</sup> Fees will be calculated according to The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 came into force with the Freedom of Information Act on 1 January 2005.