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Policy for applications under FREEDOM OF INFORMATION 2020

1. The Freedom of Information Act gives anyone a general right of access to all recorded information held by Little Thetford Parish Council. Recorded information can be held in the form of documents, emails, videos, letters and audio tapes. The request does not have to be about the applicant and the applicant does not have to give a reason for wanting it.
2. There are two ways to obtain information from the Parish Council:
   1. Visit the Parish Council page on the Parish Council website at [www.littlethetford.org.uk](http://www.littlethetford.org.uk).
   2. A formal application can be written to the clerk. The applicant must clearly describe the information they require and include their name and address.
3. If a formal request is made, the council has up to 20 working days to decide whether the law permits the applicant to have the information i.e. public information, Data Protection exempt. Although its staff will try to work within that period, in some cases the time limit may need to be extended to clarify a request or allow the part-time clerk to research what is requested. The time limit starts from the day after the clerk receives the request.
4. Upon receipt of a written request, the clerk will carry out relevant electronic searches on the council’s computer 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 Little Thetford Parish Councils publication scheme. If charges apply, payment must be received by the clerk prior to photocopying of the information requested.
5. Applications could be refused for the following reasons:

* If the estimated costs of complying would exceed the set limit- currently £450.
* 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 the information has already been provided to the applicant.

1. An applicant can complain if they have not received the information they have requested. The council accepts the complaints procedure as recognised by the Information Commissioners Office. A leaflet is available on the ICO website-www.ico.gov.uk.

The Parish Council shall have regard to the public interest by reviewing its policy from time to time in accordance with the Freedom of Information Act 2000 and change any legislation.