

# FULBOURN PARISH COUNCIL



C/o The Fulbourn Centre,  
Home End,  
Fulbourn,  
Cambridge CB21 5BS  
Telephone/Fax: 01223 881042  
email: [clerk.fpc@btconnect.com](mailto:clerk.fpc@btconnect.com)



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## FREEDOM OF INFORMATION POLICY

Fulbourn 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 2000 gives everyone a statutory right of access to information held by bodies such as the Parish Council.

### **1 Information about Fulbourn Parish Council**

A significant amount of information about the Parish Council can be accessed on its web site [www.fulbournpc.org](http://www.fulbournpc.org). If the information is needed in an alternative form, please contact the Parish Council via e mail or in writing to the address shown below.

### **2 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 ring the Parish Clerk on 01223 881042 or email [clerk.fpc@btconnect.com](mailto:clerk.fpc@btconnect.com) or write to the address shown above.

Please be sure to include your name and 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 to give you an opportunity to inspect a record containing the information or by providing a digest or summary of the information. We will try to meet your preference as far as it reasonably practical or notify you if we cannot do so.

### **3 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 requested. We will communicate this to you within 20 working days.

#### **4 Charges for providing information under the Freedom of Information Act**

There is no 'flat rate' fee to receive information and in many cases we will provide the information to you free of charge. However, it should be noted that if the information you are seeking is not readily available in the form in which you are seeking it, the Parish Council may charge a fee based on the costs associated with providing the information, for example photocopying and postage (known as 'disbursements'). The Freedom of Information Act does permit the Parish Council to refuse your request if we estimate that it will cost in excess of the appropriate cost limit (currently £450) to fulfil your request.

#### **5 Freedom of Information Fees Notice**

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a 'Fees Notice'. When you are issued a Fees Notice, the 20 day working limit for responding stops and will start again when we receive payment. If we do not receive the fee from you within three months, we are not obliged to comply with the request.

#### **6 Complaints**

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to the Parish Clerk at the address shown above.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act and you may raise issues with this office at any time. More information can be found on the ICO web site.

#### **7 Monitoring and review**

The Policy will be reviewed annually or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event

Date reviewed and adopted: 10<sup>th</sup> May 2017