

Charvil Parish Council Freedom of Information Policy

Introduction:

Under the Freedom of Information Act, Charvil Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether a charge is made for such information

The purpose of the Charvil Parish Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by Charvil Parish Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Charvil Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Charvil Parish Council, 30, Park View Drive South, Charvil, Reading Berks RG10 9QX E-mail: clerk@charvil.com

Obtaining Information

Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at www.charvil.com and where this is the case, the appropriate link is shown (or asterisked where the notice is displayed in hard copy). Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with the Charvil Parish Council Clerk.

Information not contained within the scheme and Exemptions

Although the Freedom of Information Act 2000 creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Charvil Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption the Clerk to Charvil Parish Council will tell the applicant in writing why Charvil Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Charvil Parish Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link:
www.ico.gov.uk/

Data Protection

Some of the information that Charvil Parish Council holds is personal and private to Individuals. However, the Freedom of Information Act, will not make public Private and Confidential information. Under the Data Protection Act 1998, individuals have the right to see any information we hold about them. However, the right is subject to exemptions which will affect whether information is provided and requests will be dealt with by Charvil Parish Council on a case by case basis.

Please send any data protection requests, providing as much detail as possible about the information required to:

Clerk to Charvil Parish Council, 30, Park View Drive South, Charvil, Reading, Berks RG10 9QX

E-mail: clerk@charvil.com

Charges

Charvil Parish Council Fees and Charges are stated at the end of our Publications Scheme

Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Charvil Parish Council can charge the requestor for the administration costs in meeting the request.

Management of the Charvil Parish Council Publication Scheme

Charvil Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

Review of the Freedom of Information Policy and Publication Scheme

The Charvil Parish Council Freedom of Information Policy and Scheme was approved in November 2016 and will be amended periodically as necessary. The Scheme will be fully reviewed again within 12 months.

11th November 2016