

Hemsworth Town Council

Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Reviewed and approved 16th May 2017

Hemsworth Town Council aims to be an open and fair organisation and welcomes enquiries from the public at all times. Any member of the public wishing to apply for information relating to the Town Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Town Council's responsibility to make them available. The Council has adopted the Model Publication Scheme which is published on its website (Appendix A).

To request information a member of the public should write to or email the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond. There are exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk).

The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information. There are also some financial implications to a request.

If the Council intends to charge a fee for the information it must send the requestor a fees notice within 20 working days. Hemsworth Town Council charges 10p per page and the cost of standard rate postage. The Council can estimate the officer time of providing information and if it exceeds 18 hours then a fee may be charged. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.