



## Hordle Parish Council – Freedom of Information Policy

Agreed 17.9.24

### 1. Freedom of Information Act 2000 (FOI Act)

The Freedom of Information Act 2000 (FOI Act) gives general rights of access to all types of recorded information held by public bodies.

### 2. General

Hordle Parish Council has an agreed Publication Scheme of information available to the public. This is to ensure transparency and to assist the public in understanding how decisions are taken and how public money is spent. This can be found on the Parish Council's website.

### 3. How to obtain information

- 3.1 The Parish Council Website [www.hordleparishcouncil.gov.uk](http://www.hordleparishcouncil.gov.uk) holds the routinely published information such as Agendas, Minutes and Accounts.
- 3.2 Requests for information, not within the publication scheme, which maybe held by the Parish Council, will be processed in accordance with the FOI Act.
- 3.3 Requests should be addressed to the Parish Clerk, Council Office, Vaggs Lane, Hordle. SO41 0FP.
- 3.4 Requests must be in writing but can be electronic. The request must state the name of the applicant and an address or email for correspondence and details of the information you require.

### 4. Council's response to a written request

- 4.2 The Council will confirm within 5 working days whether or not it holds the information and if there is a fee to pay.
- 4.3 The response time to a request for information is 20 working days but may be extended in certain circumstances. A refusal notice, under given exemption within the Act, also has a response time of 20 working days in which to reply. The response will be in writing.

## 5. Exemptions

There are 23 exemptions in the Freedom of Information Act, for example personal data about individuals. Individuals also have the right to access personal data under the General Data Protection Regulations 2018 (GDPR). This is known as Subject Access Request. The GDPR overlaps the FOIA where the request covers personal data and where third-party data may be exempt from disclosure. The request time under a GDPR is 30 days (one calendar month). The requester must provide identification.

## 6. Charges

For the majority of requests - or a series of requests from the same applicant within a 12-month period - it is expected that the charge for locating and compiling the information will be less than £450. Therefore, except for disbursement costs such as printing, photocopying and postage, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge out rate of £20) the Council can decide to:

- a. Refuse the request.
- b. Comply with the request free of charge.
- c. Comply with the request and charge for allowable costs as prescribed in the regulations. If so:
  - I. A fee notice will be sent to the applicant requesting the appropriate fee and the request will not be answered until the fee has been received.
  - II. Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

## 7. Further help

Please contact the Parish Clerk if you need help accessing information from the Council under the Freedom of Information Act. Further information is available on the Information Commissioner's website: [www.ico.gov.uk](http://www.ico.gov.uk)