



# **COPYTHORNE PARISH COUNCIL**

## **Freedom of Information Policy**

**Adopted by Resolution of the Parish Council  
on  
23<sup>rd</sup> May 2017 (amended with revised Clerk details July 2nd 2020)**

### **FREEDOM OF INFORMATION ACT 2000 (FOI Act)**

General rights of access to all types of recorded information held by public bodies.

Requests for information, which maybe held by the parish council, will be processed in accordance with the FOI Act. Requests should be addressed to The Parish Clerk, c/o (9 The Cleeves, Totton, Southampton, SO40 8WL. 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. 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.

Under the Environmental Information Regulations 2004 (EIR) the request can be made in writing or verbally. The requester must supply their name and address.

The time of a response or refusal is 20 working days and must be given in writing.

Individuals have the right to access personal data under the Data Protection Act 1998(DPA). This is known as subject access right. The DPA overlaps the FOIA where the request covers personal data and where third party data may be exempt from disclosure.

The request time under a DPA is 40 days. The requester must provide identification.

Please note fees may apply.

Further information is available on the Information Commissioner's website.

[www.ico.gov.uk](http://www.ico.gov.uk)