



## FREEDOM OF INFORMATION POLICY - FREEDOM OF INFORMATION ACT 2000 (FOI Act)

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

Copythorne Parish Council has an agreed Publication Scheme of publicly available information with an aim to ensure transparency and to assist the public in understanding how decisions are taken and how public money is spent.

Requests for information, not within the publication scheme, 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 Cleaves, 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.

Individuals have the right to access personal data under the GDPR. This is known as a Subject Access Request. The GDPR overlaps the FOI Act where the request covers personal data and where third-party data may be exempt from disclosure. The request time under GDPR is one calendar month. The requester must provide identification.

### Contact details:

The Parish Clerk, C/O 9 The Cleaves, Totton, Southampton, SO40 8WL

Email: [parishclerk@copythorne.org.uk](mailto:parishclerk@copythorne.org.uk)

Please note the following fees may apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per A4 sheet (black & white) Photocopying @15p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost *
Statutory Fee	In accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, 3(3)	Limit of £450 based on £25/hour

\* the actual cost incurred by the public authority

Further information is available on the Information Commissioner's website: <https://ico.org.uk>