



SEND PARISH COUNCIL

Policy for Handling Requests for Information

Reviewed by Council at a meeting held on 21st May 2018

The purpose of this policy is to ensure that Send Parish Council is open and accountable to the general public and to ensure that information is supplied on request to the general public in accordance with the Freedom of Information Act 2000.

Written Requests

- Can be by electronic means
- Must be legible
- Be capable of subsequent reference
- Contain the name and address of the Requestor
- Describe the information required.

Response to Requests

The Council will

- Say whether the council holds the information
- Communicate the actual information
- Satisfy the request within 20 working days

Right of Appeal

If the Council does not comply with a request to provide information within the statutory deadline, the Requestor can appeal to the Chairman of the Council. If the Requestor is not satisfied with the Response they can appeal to the Information Commissioner.

Multi-requests

17 or more requests for information which are very similar may be aggregated and treated as a single request.

If the estimated time taken to comply with the requests exceeds 18 hours the Council can refuse the request (section 12(1) of the FOIA).

Multi requests could, in certain circumstances, be regarded as vexatious. (section 14 of the FOIA).

Fees and Charges

Send Parish Council has the right to make a reasonable charge for photocopies only. The charge is 10p on A4 copy, double for A3 as set out in the Publication scheme.