

Freedom of Information Policy

Tysoe Parish Council

Policy reviewed on February 10th 2025

Next Review date………Feb 2026……………

Tysoe Parish Council

Freedom of Information Policy

FREEDOM OF INFORMATION ACT

Processing of requests

1. Request must be made in writing to the Clerk of the Parish Council.

2. Request must contain a name and address – including emails

3. Requests must describe the information wanted.

4. A response must be made within 20 working days. This Council aims to reply between 5 – 110 working days dependent upon staff availability. In certain circumstances the full response can be extended after an initial response.

5. Information can be viewed by arrangement with the Clerk with the Chairman or another member of the Council Present.

6. Requests can be made for photocopies: the Parish Clerk reserves the right to charage for this service.

7. In certain cases information can be withheld if it falls into the Exemptions Category. E.g. – Information which would breach the Data Protection Act of 1998 – Information which would fall within the Environmental Information Regulations 2004 – Information which would prejudice international relations, commercially sensitive information and confidential information.

8. If the information requested relates to another Public Authority the request can be forwarded to the appropriate Authority; an acknowledgement letter should be sent.

REVIEW DATE February 10th 2025