**CHURCH BROUGHTON PARISH COUNCIL**

**FREEDOM ON INFORMATION POLICY**

**Freedom on Information Policy in relation to the Publication Scheme**

1. **Introduction:**
	1. Under the Freedom of Information Act, Church Broughton Parish Council has a duty to adopt and maintain a Publication Scheme describing:
* The classes of information it publishes
* How and where such information is published (e.g. parish council section on village website, paper copy etc) and
* Whether or not a charge is made for such information
	1. The purpose of the Church Broughton Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Church Broughton Parish Council and to ensure that a significant amount of information is available to the public, without the need for specific request to be made. Other information is of course available from Church Broughton Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.
	2. If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

The Clerk to Church Broughton Parish Council

Barton Fields Farm

Church Broughton

Derby

DE65 5AP

01283 733322

Email: admin@churchbroughtonpc.org.uk

1. **Obtaining Information**
	1. Much of the information listed in our Publication Scheme is supplied free of charge and be downloaded from our section on the village website at [www.churchbroughton.com](http://www.churchbroughton.com) and where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with Church Broughton Parish Council Clerk.
2. **Information not contained with the scheme and exemptions**
	1. Although the Freedom of Information Act recreates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published might prejudice the health, safety or security of Church Broughton Parish Council, our staff, systems, services or property.
	2. If information is requested but is covered by an exemption the Clerk to Church Broughton Parish Council will tell the applicant in writing why Church Broughton Parish Council has turned down the request, quoting any relevant exemptions.
	3. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Church Broughton Parish Council’s decision. The Information Commissioner’s Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk)
3. **Charges**
	1. Church Broughton Parish Council fees and charges are stated at the end of our Publications Scheme.
	2. Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.
	3. If administration costs exceed £450, to enable a Freedom of Information request to be met, then Church Broughton Parish Council is able to charge the requestor for the administration costs in meeting the request
	4. A charge may be made for photocopies.
4. **Management of the Church Broughton Parish Council Publication Scheme**
	1. Church Broughton Parish Council is responsible for the adoption and maintenance of this policy and publication scheme.
5. **Review of the Freedom on Information Policy and Publication Scheme**

An annual review of this policy will be completed in April each year.