



ERISWELL PARISH COUNCIL

Email: clerk@eriswellparishcouncil.gov.uk

Website: <https://eriswellparishcouncil.gov.uk>

Eriswell Parish Council Freedom of Information Policy

Eriswell Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

Model publication scheme

From 19th January 2017 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office.

Information about the Parish Council

You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the clerk to the Parish Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email or write to the Clerk. Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

Complaints

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to the Clerk of Eriswell Parish Council.

01842 337488

6 Albert Rolph Drive

Lakenheath IP27 9DA

clerk@eriswellparishcouncil.gov.uk

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Adopted January 2019

Last reviewed January 2025

To be reviewed January 2026