



Albrighton Parish Council

Albrighton Parish Council
Library Building
Station Road
Albrighton
Wolverhampton
Tel: 01902 375 455
www.albrightonparishcouncil.gov.uk
Clerk@albrightonparishcouncil.gov.uk
admin@albrightonparishcouncil.gov.uk

FREEDOM OF INFORMATION POLICY
OF
ALBRIGHTON PARISH COUNCIL

Date : April 2024
Version : v3 – Agreed 4th April 2024

Document Control

Information:

Title:	Freedom of Information Policy		
Document Purpose:			
Date of Original:	12 th February 2024		
Author(s):	Olivia Neal – Office Administrator		
Date Approved:	Council Meeting Date:	Full Council Resolution #	Next Review Date:
4 th April 2024	4 th April 2024	FCM24/63	

Review / Revision History:

Version:	Review Date:	Next Review Date:	Description of Changes:	Review / Revision by:	
				Name:	Title:

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1. FREEDOM OF INFORMATION REQUESTS

The Freedom of Information Act 2000 allows you to request official information from public authorities (public authorities are organisations such as local councils, the police and the NHS).

More information can be found on the [Information Commissioner's Office](#) or the [Freedom of Information Act](#).

2. WHAT INFORMATION IS COVERED BY THE ACT AND THE REGULATIONS?

You can ask for any information that you think we might have as long as it is recorded, for example, documents, emails, video or voice recordings where it is stored on Council equipment or Council premises.

The Act and the Regulations do not provide access to unrecorded information, such as officers' opinions.

If you want access to your personal data, we will not deal with your request under the Act or the Regulations.

We will deal with it under the subject access provisions of the Data Protection Act 1998. (see Data Protection Policy)

3. PUBLICATION SCHEME AND INFORMATION ON OUR WEBSITE

We publish a lot of information on our website, for example, statistics about staffing and salaries, details of contracts and financial information, Services we provide, and Council Meetings. This is part of our publication scheme.

If you would like information from us, we suggest that you look on our webpages first as it will save you from having to submit a FOI request and then having to wait up to 20 working days to get a response.

[Parish Council information](#)

[Parish Council Services](#)

4. HOW TO MAKE A FREEDOM OF INFORMATION REQUEST

You can make a freedom of information request:

- online
- by email
- by post.

In addition, we need the following information from you:

- your name and address for correspondence
- the information you would like access to – it would assist us in getting the information to you quickly if you could be as specific as possible
- the format you would prefer (for example: paper, email)

You can send your request to us:

By email: clerk@albrightonparishcouncil.gov.uk

By post: Clerk to the Council, Albrighton Parish Council, Library Building, Station Road, Albrighton Near Wolverhampton, WV7 3QH

We will then tell you in writing whether or not we hold the information you have asked for. If we do, we will either:

- Provide you with the information, in the format of your choice (where possible)
- Or tell you if any exemptions apply meaning we can't provide it.

5. RESPONSE TIME

We will respond to your request as soon as possible, and within 20 working days of us receiving your written request.

If your request is unclear, we will contact you to find out exactly what information you are looking for. The 20 working days begins from the date you confirm details of your request.

6. FEES AND CHARGES

Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying (current rates apply)
- postage and packaging (current rates apply)
- the costs directly incurred because of viewing information

A4 - Black & White Photocopying	25p per sheet
A4 - Colour	60p per sheet
A3 – Black & White	35p per sheet
A3 - Colour	80p per sheet

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

If you refuse to pay then we are not obliged to supply the information you've asked for.

If the costs of getting the information will exceed £450 we do not have to comply with your request.

7. WITHHELD INFORMATION

There may be reasons why we cannot provide you with information you ask for. If we tell you that we cannot provide the information you want, we will explain why.

These include things like if releasing the information would breach the data protection legislation, would prejudice an ongoing court case or would hinder the prevention or detection of crime.

We will tell you why we are not providing the information you have asked for, which exemption applies and how you can get our decision reviewed.

If following review, you are still unhappy with our response, you can [complain to the Information Commissioner](#).