

Breage Parish Council



Freedom of Information Policy

Adopted 04 November 2025

Review Date: December 2026

Signed Chair Cllr A.E. Woodhams

1. Policy Statement

Breage Parish Council is committed to openness, transparency, and accountability. This policy outlines how the Council complies with the **Freedom of Information Act 2000 (FOIA)** and the **Environmental Information Regulations 2004 (EIR)**, ensuring public access to information held by the Council.

2. Legal Framework

This policy is based on:

- **Freedom of Information Act 2000**
- **Environmental Information Regulations 2004**
- **UK GDPR and Data Protection Act 2018**
- **ICO Model Publication Scheme**

3. Scope

This policy applies to all recorded information held by Breage Parish Council, regardless of format (paper, electronic, audio, etc.), unless exempt under FOIA or EIR.

4. Publication Scheme

Breage Parish Council has adopted the **ICO Model Publication Scheme**. This commits the Council to:

- Proactively publish information in seven classes:
 1. Who we are and what we do
 2. What we spend and how we spend it
 3. What our priorities are and how we are doing
 4. How we make decisions
 5. Our policies and procedures
 6. Lists and registers
 7. The services we offer
- Make information available via the Council's website or on request
- Review and update published information regularly
- Clearly indicate how information can be accessed and any associated costs

5. Making a Request

Requests for information not covered by the publication scheme must:

- Be made in writing (email or letter)
- Include the requester's name, contact details, and a description of the information sought

Requests should be sent to:

Clerk to Breage Parish Council

Email: clerk@breagepc.org.uk

Postal Address: Breage Parish Council, The Parish Rooms, Breage. TR13 9PD

6. Responding to Requests

The Council will:

- Respond within **20 working days** of receipt
- Confirm whether the information is held
- Provide the information unless an exemption applies
- Apply exemptions consistently and in line with ICO guidance
- Provide advice and assistance to applicants

7. Exemptions

Information may be withheld if:

- It falls under one of the FOIA exemptions (e.g. personal data, commercial sensitivity)
- Disclosure is prohibited by another statute (e.g. UK GDPR)
- The request is vexatious or repeated

Where information is withheld, a **Refusal Notice** will be issued explaining the exemption and the applicant's right to appeal.

8. Charges

Information published on the website is free of charge. Charges may apply for:

- Printing or photocopying
- Postage
- Staff time exceeding the appropriate limit (£450)

A **Fee Notice** will be issued if applicable. No information will be provided until payment is received.

9. Complaints and Appeals

If a requester is dissatisfied:

- They should first contact the Clerk to resolve informally
- If unresolved, they may follow the Council's **Complaints Procedure**
- If still dissatisfied, they may appeal to the **Information Commissioner's Office**:

ICO Contact Details:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: www.ico.org.uk

Tel: 0303 123 1113

10. Review and Monitoring

This policy will be reviewed annually or in response to changes in legislation or ICO guidance.
