

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Freedom of Information Policy

Introduction

Faringdon Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation.

This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies regardless of the media the information is stored in whether the information may be on paper, held electronically or as an audio recording. The Act is fully retrospective.

Dealing with Requests

Faringdon Town Council offers advice and assistance to anybody who wishes to make a Freedom of Information (FOI) request.

The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest and will inform the FOI applicant when exemptions have been applied.

Where appropriate, requests in writing will be treated as Freedom of Information requests.

There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450 this provision is found at section 12 of the Act.)

Adopting and Maintaining Publication Schemes

Faringdon Town Council has adopted an Information Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are usually asked for.

Material contained within the publication scheme, and a copy of the scheme itself, is readily available. Where charges are applied these are stated in the Scheme. The scheme can be accessed via the website. The Town Clerk will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act

Faringdon Town Council has a legal duty to protect personal data under the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before

releasing any personal data about living individuals, including current and former officers, current and former Council Members, and users of the Council's services.

Responsibilities

The Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Clerk is also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Clerk.

Sally Thurston MILCM

The Pump House

5 Market Place

Faringdon

SN7 7HL

Telephone: 01367 240281

sally@faringdowntowncouncil.gov.uk

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

www.ICO.org.uk

Adopted by Council: 10th May 2017 (Minute Number 25/6/17)