



## Wem Rural Parish Council

### INFORMATION REQUEST POLICY

This Information Request Policy was adopted by the Council at the Meeting on 12 June 2012.

#### Freedom of Information

The Freedom of Information Act 200 (FOI Act) came into force in 1 January 2005. It gives the right to request all types of recorded information held by public authorities.

The Act specifically states that:

‘Any person making a request for information to a public authority is entitled:

- a) To be informed in writing by the public authority whether it holds information of the description specified in the request.
- b) If that is the case, to have that information communicated to him or her’

Written requests for information under the FOI Act must be dealt with within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.

If you wish to obtain the information from Wem Rural Parish Council, you should first check whether it is contained within the Council’s Publication Scheme.

#### Wem Rural Parish Council Publication Scheme

In accordance with FOI Act Wem Rural Parish Council has a ‘Publication Scheme’. The Scheme contains a list of all the information the Parish Council makes available to the public either in hard copy format or electronically through the web or email.

The Publication Scheme is a guide to information routinely published by Wem Rural Parish Council. It has been produced in response to the requirements of Section 19 of the FOI Act but it also supports the Parish Council’s commitment to make information of public interest widely available in the interests of open and accountable government. Much of the information is available through the Parish Council’s website, but for other information or any queries about the Scheme, please contact:

Carole Warner  
Parish Clerk  
Orchard Cottage, Rowe Lane  
Welshampton, Ellesmere, SY12 0QB  
Tel: 01948 710672  
email: [clerk@wemrural-pc.gov.uk](mailto:clerk@wemrural-pc.gov.uk) website: [www.wemrural-pc.gov.uk](http://www.wemrural-pc.gov.uk)

### **Requesting information not found in the Publication Scheme**

If you can't find the information you are interested in through the Publication Scheme, then you can make a request for information under the FOI Act. Requests must be in writing, must contain a name and address for the Parish Council to contact you, and must describe the information you want in enough detail that it can be found. There is a standard form you can use.

All requests that are received under the FOI Act will be dealt with promptly, and no later than 20 working days after the request is received. Please note there may be a charge for providing the information. The Parish Council will let you know if a fee applies to your request.

If the information requested falls under any of the classes of exempt information, as defined in the FOI Act, the Parish Council may not be able to supply you with the information. If this is the case, the Parish Council will let you know and explain why it cannot give you the information.

For any queries about making FOI requests or anything relating to 'freedom of information', contact the Freedom of Information Officer at the address below.

### **Wem Rural Parish Council Complaints Procedure**

If there are any complaints arising out of the Parish Council's response to the FOI Act or its Publication Scheme they should initially be made to the Clerk to the Parish Council as detailed above.

If the Clerk to the Parish Council is unable to resolve a particular issue then the matter will be referred to full Council in accordance with the Parish Council's adopted Complaints Procedure.

### **Complaints to the Information Commissioner**

If a complaint arising from the FOI Act is not resolved following referral to full Council, the matter may be referred to the Information Commissioner, at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545745 Fax: 01625 524510  
Email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

Policy adopted 12 June 2012  
Reviewed 6 January 2015  
Reviewed 3 January 2017  
Next review date January 2019



**WEM RURAL PARISH COUNCIL  
FREEDOM OF INFORMATION ACT 2000**

**Request for Information**

Please use this form to make a request for information held by Wem Rural Parish Council under the Freedom of Information Act 2000 (FOI Act). Provide as much detail as possible to enable us to identify and find the information in which you are interested

<b>Your name:</b>	
<b>Address:</b> (all correspondence relating to your request will be sent to this address unless stated otherwise)	
<b>Daytime telephone number:</b>	
<b>Evening telephone number:</b>	
<b>Email address:</b>	
<b>Request</b> (please provide a detailed description of the information in which you are interested to enable us to deal with the request quickly and easily)	
          <b>Purpose of the request</b> (This information is optional but may help when processing your request)	
<p><b>Preferred Format:</b> Please let us know how you would prefer to receive the information by ticking the appropriate box.</p> <p><input type="checkbox"/> Receive electronic copies by email</p> <p><input type="checkbox"/> Receive copies by post</p> <p><input type="checkbox"/> View/inspect original information</p>	<p><b>Our Address:</b> Please send this completed form to</p> <p>Carole Warner Parish Clerk Orchard Cottage, Rowe Lane Welshampton, Ellesmere, SY12 0QB</p>

All requests that we receive under the FOI Act will be dealt with promptly, and no later than 20 working days after we receive the request. Please note that we may charge a fee for providing you with the information, to cover the costs of printing, photocopying and postage. We will let you know if a fee applies to your request. If the information you have requested falls under any of the classes of exemption information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case, we will let you know and explain why we cannot give you the information. Your personal details will only be held for the purpose of dealing with your request for information, and will not be passed on to any other organisation without your express consent.