

Preston Bissett Parish Council

Freedom of Information Policy

Last reviewed by Council Sept 2024
Next review May 2026

Preston Bissett Parish Council is subject to the Data Protection Act 2018, the Freedom of Information Act 2000. It complies with the requirements of this legislation.

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this.

Please check the Village website – prestonbissett.co.uk , or the Parish Council noticeboard, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk which has guidance for the public on making requests.

The contact details for making a request are:

By email: prestonbissettparishcouncil@outlook.com

OR

The Clerk, Preston Bissett Parish Council, 7 Webb Close, Steeple Claydon, MK18 2GZ

Data Protection Act 2018

We will acknowledge receipt of a request for personal information as soon as possible. We will provide a written or email response as soon as possible and, in any event, within one month of receipt of the request.

You have the right to be

- told whether any personal data is being processed – so, if we hold no personal data about you, we will still respond to let you know this:
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people; and
- given details of the source of the data (if known).

Freedom of Information Act 2000 ('FOI')

We will respond to an FOI in 20 working (Monday to Friday) days following receipt of the request. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. If we need more time to apply the public interest test this will be up to a maximum of a further 20 working days. We can seek clarification about what is being requested. The time limit for responding will stop whilst we wait for a response.

Further information about exemptions, charging and the FOI process please refer to the Information Commissioners Website at www.ico.org.uk

Review of Policy

The Information policy is part of the Parish Council's governance structure and will be reviewed every two years unless there is legislation in which case the policy will be updated.