

## **Southbourne Parish Council**

### **Freedom of Information**

**How to make a request, when the Council will respond and your right to complain:** To be read in conjunction with Southbourne Parish Council's *Publication Scheme and Policy on Freedom of Information*

1. Your request must be in writing, in a legible form and capable of being used for subsequent reference. It can be by letter or by email.
2. Your request should be sent to the Clerk to Southbourne Parish Council (SPC) whose contact details can be found on SPC's website or notice board.
3. Your request must include sufficient detail to enable SPC to identify the information requested.
4. You must provide your real name and a contact address, which may be a postal address or an email address. Providing a telephone number is not obligatory, but it would be helpful should any clarification be required.
5. If a charge is to be made, SPC will write to you with the cost before proceeding further.
6. Where possible, information will be provided in the form you request. This may be a copy or a summary of the information, or you may ask to inspect the record.
7. SPC will respond to you within 20 working days of receipt of your request, except when:
  - 7.1. SPC needs you to provide clarification in order to identify and locate the relevant information; in which case, your request will be dealt with once this clarification has been provided
  - 7.2. SPC notifies you that you will need to pay a fee, in which case the time taken for the fee to be paid is not counted in the 20 days: if the payment is still outstanding after 3 months, SPC does not have to answer your request.
8. SPC's response to your request will be published on its website without your personal details
9. If SPC decides not to release the information you requested, because it considers an exemption applies, it will give reasons for its decision
  - 9.1. If you disagree with this decision, you have the right to complain to SPC using its complaints procedure
  - 9.2. If you are still not happy with the decision having used SPC's complaints procedure, you have the right to complain to the Information Commissioner.

#### **Please note:**

- SPC is only required to provide relevant information it already holds in a recorded form.
- Where the information requested is already accessible because it is covered by SPC's publication scheme, SPC is not required to provide the information in response to an individual request.

#### References:

Website of the Office of the Information Commissioner  
NALC Legal Topic Notice 37