

## Wincham Parish Council

### Freedom of Information Policy

#### Introduction

Under the Freedom of Information Act 2000 (FOIA), Wincham Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the ICO Model Scheme and has also produced its own Publication Scheme.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Wincham Parish Council  
22 Churchfields, Cheshire WA14 3PJ  
Email: [winchampc@talktalk.net](mailto:winchampc@talktalk.net)

#### Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

#### Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant Exemptions. If the information requested is not disclosed the applicant can:

- ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk) or
- appeal to the Wincham Parish Internal Review Process if **the** request has not been handled within the stated time frame or **for** any other reason to complain. The right to appeal to the Wincham Parish Internal Review Process is in addition and does not

affect **the** right to lodge a complaint with the Information Commissioner's Office (see below). In first instance, the appeal for an Internal Review by Wincham Parish Council shall be addressed to the Clerk (see Contact Details below) and the Clerk shall be responsible for communicating the request in a timely manner to Wincham Parish Council and the Council shall hold an Internal Review Process involving either the Chairman or the Vice Chairman and 2 other Councillors. Such Internal Review should normally be completed within the period of one month from the request for an Internal Review having been received by the Clerk.

**Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at winchampc@talktalk.net

**Charges**

The Council's Fees and Charges are stated at the end of the Publications Scheme Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

**Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

**Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme was approved on 20 March 2019 and will be amended periodically as necessary. The Scheme will be reviewed annually.

Approved by Council on 20 March 2019 (Item 27(vi) of the Agenda)

**Ian Parr**

Chairman of Wincham Parish Council

**Naomi Morris**

Clerk of Wincham Parish Council

Dated

.....20 March 2019.....





