Postwick with Witton Parish Council

Freedom of Information Policy

Version: Draft V01
Last Updated: 14 June 2026
Next Review Due: June 2028

1. Purpose

Postwick with Witton Parish Council is committed to openness, accountability, and transparency. This policy sets out how the Council meets its obligations under the Freedom of Information Act 2000 (FOIA) and ensures that information is made available to the public wherever possible.

2. Model Publication Scheme

The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (2026). A copy of the scheme and the Council's Publication Scheme Guide can be found on the parish website: www.postwickwitton-pc.gov.uk

The Council will regularly review the information it publishes to ensure it is up to date, accessible, and helpful to residents.

3. Environmental Information Regulations (EIR)

Some requests may fall under the Environmental Information Regulations 2004 rather than FOIA. Where this applies, the Council will process the request under the correct legislation and inform the requester accordingly.

4. Making a Request for Information

Anyone may make a written request for information believed to be held by the Council.
Requests should be sent to:
The Clerk to the Council
Email: **clerk@postwickwitton-pc.gov.uk**

Requests must include:

- your name
- a contact address (email or postal)
- a clear description of the information sought

Guidance on making effective requests is available on the ICO website.

5. How the Council Will Respond

The Council will:

- confirm whether it holds the information requested

- provide the information unless an exemption applies
- respond within 20 working days of receipt

Where clarification is required, the response period will pause until the requester provides the necessary detail.

If an exemption applies, the Council will explain:

- the exemption relied upon
- why it applies
- whether any part of the information can be disclosed

The Council must also comply with the Data Protection Act 2018 and UK GDPR, and will not release personal data where disclosure would breach individuals' privacy rights.

6. Vexatious or Repeated Requests

Under Section 14 of the FOIA, the Council may refuse requests that are deemed vexatious or repeated. Where this is the case, the Council will write to the requester explaining the decision.

7. Charges for providing information

Most information will be provided free of charge.

However, the Council may charge for:

- photocopying or printing
- postage
- costs of locating, retrieving, or extracting information where appropriate

If the estimated cost of complying with a request exceeds **£450** (calculated at £25 per hour), the Council may refuse the request or offer the requester the option to pay the full cost.

8. Fees Notice

If a charge applies, the Council will issue a **Fees Notice**. The 20-day response period is suspended until payment is received. If payment is not received within three months, the Council is not obliged to proceed with the request.

9. Complaints

If you are dissatisfied with the way your request has been handled, please write to the Clerk to the Council. The ICO is responsible for enforcing the Act and you may raise issues with that office. www.ico.org.uk tel: 0303 123 1113 Information Commissioner's Office, Wycliffe Lane, Water Lane, WILMSLOW SK9 5AF.