

Greatham Parish Council

Policy and Procedures for Information Requests.

1. Greatham Parish Council is committed to the Freedom of Information act and will meet all obligations so required under it.
2. Wherever possible, the Council will provide additional information beyond the limited requirements of the Act but will be conscious of the Data Protection Act and copyright.
3. Only ratified Council documents, including approved minutes, will be made available. Draft documents will not, normally, be available.
4. Requests may be made in person, by email or letter.
5. Wherever possible, callers will be provided with all permitted information at that time but if that is not possible, they will be informed when it is available.
6. Email and written requests will be dealt with in a logical manner. If the information is available on the Parish Council, those enquiring will be so directed.
7. Where information is required in hard form, the Council reserves the right to make charges to cover costs.
8. The Council will attempt to provide information within 5 working days of receipt of the request but if that is not possible the enquirer will be notified.
9. A record will be kept of all requests for hard copies and costs charged.

Adopted March 2017