

# Upper Beeding Parish Council

## FREEDOM OF INFORMATION POLICY

### Introduction

The Freedom of Information Act 2000 gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

Upper Beeding Parish Council will comply with the requirements of the act and in particular will make as much information as possible available via the publication scheme.

Any requests for information will be responded to as quickly as possible and certainly within statutory time scales (20 working days).

In exceptional circumstances if we feel we cannot respond fully within the timescales we will advise you why and let you know when the information will be provided.

Where the Council decides not to disclose the information requested it must give reasons for it's decision and the exemption(s) must be explained under the public interest test.

### How to make a request

In the first instance Upper Beeding Parish Council invites you to look at their website where a large amount of information is freely available [www.upperbeeding-pc.gov.uk](http://www.upperbeeding-pc.gov.uk)

If you are unable to find the information you are looking for you can make a request direct to the council. Your requests should be as specific as possible, providing a full description of what you require to avoid any delay in processing your request. Please also let us know your preferred method for receiving the information, for example by email or paper copy.

Requests for information should be made in writing either by email or letter and sent to [clerk@upperbeeding-pc.gov.uk](mailto:clerk@upperbeeding-pc.gov.uk) or in the post to Upper Beeding Parish Council, 3 Hyde Square, Upper Beeding BN44 3JE

### Complaints

If the information supplied is not what you have asked for, you should in the first instance contact the council (as above) to clarify your requirements.

If you still feel your request has still not been dealt with fairly you should follow our complaints procedure.

If you have followed our complaints procedure and are still not happy with how we dealt with your request you may also contact The Information Commissioners Office [www.ico.gov.uk](http://www.ico.gov.uk), telephone 0303 123 1113

### Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 12p per A4 sheet (black and white)	Actual cost to the Parish Council
Disbursement Cost	Postage	Actual cost of standard 2 <sup>nd</sup> class post via Royal Mail