



GOOD EASTER PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Re-adopted 28th May 2026

1. Introduction

Good Easter Parish Council is committed to openness and transparency and will make information available in accordance with the Freedom of Information Act 2000.

The Council will:

- proactively publish information through its Publication Scheme;
- respond to requests for information promptly and lawfully; and
- provide reasonable access to public information held by the Council.

2. Publication Scheme

The Council has adopted the model Publication Scheme issued by the Information Commissioner's Office.

The Publication Scheme identifies information routinely made available to the public, including:

- council agendas and minutes;
- policies and procedures;
- financial information;
- asset information;
- governance documents; and
- public notices.

Information is primarily published on the Council website:

Good Easter Parish Council Website

Where information is not available electronically, requests may be made to the Clerk.

3. Access to Information

Information will normally be provided electronically where possible.

Where documents are only available in paper format, arrangements may be made to inspect records by appointment at a reasonable location.

Some information may be withheld where an exemption applies under the Freedom of Information Act 2000, including:

- personal data;
 - commercially sensitive information; or
 - confidential information protected by law.
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4. Charges

Information published on the Council website is generally free of charge.

Reasonable charges may be made for:

- photocopying;
- printing;
- postage; or
- large or complex requests where permitted by legislation.

Any charges will be explained before the information is provided.

5. Making a Freedom of Information Request

Requests for information should be made in writing by email or letter and should include:

- the applicant's name;
- a contact address or email address; and
- a clear description of the information requested.

Requests should be sent to:

Clerk to the Council

Lucy White

Email: clerk@goodeasterparishcouncil.gov.uk

The Council will normally respond within 20 working days.

Requests for personal information relating to the applicant will be handled under the UK General Data Protection Regulation and Data Protection Act 2018.

6. Refusal of Requests

Information may be withheld where permitted by law.

If a request is refused, the Council will explain:

- the reason for refusal;
 - the exemption relied upon; and
 - how to request an internal review.
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7. Complaints

If an applicant is dissatisfied with the handling of a request, they may ask the Council to review its decision.

If the applicant remains dissatisfied following the review, they may complain to the:

Information Commissioner's Office