

# Rocester Parish Council -

## Freedom of Information Act Requests

### Policy Processing requests

1. Requests must be made in writing to the Parish Clerk – rocesterpc@gmail.com
2. Requests must contain a name and address – including e-mail address.
3. Request must describe the information required.
4. Response from the Parish Council will be made within 10 working days. In certain circumstances the full response time may be extended after an initial response
5. Information can be viewed at the Clerks residence, with the Clerk and the Chairman or other member of the Council present.
6. Requests can be made for photocopies; the Parish Council reserves the right to charge for this service.
7. In certain circumstances, information can be withheld if it falls into the exemption's category, for example.
  - Information which would breach the General Data Protection Regulations
  - Information which would fall within the Environmental Information Regulations 2004
  - Information which would prejudice commercially sensitive information and confidential information.
  - If information requested relates to another Public Authority, the request will be forwarded to the appropriate Authority and an acknowledgement letter will be sent.