



# Knapton Parish Council

*Working for a better tomorrow*

## Freedom of Information Policy

### Knapton Parish Council

#### 1. Introduction

Knapton Parish Council is committed to openness, transparency and accountability in the way it conducts its business. This policy sets out how the Council will comply with the **Freedom of Information Act 2000 (FOIA)** and related legislation.

The Council recognises the public's right to access information it holds and will make information available unless there is a lawful reason not to do so.

#### 2. Scope

This policy applies to all information held by Knapton Parish Council, whether in paper or electronic form, including emails, minutes, correspondence, reports, and financial records.

It applies to:

- Councillors
- The Parish Clerk
- Any contractors or third parties handling information on behalf of the Council

#### 3. Publication Scheme

Knapton Parish Council has adopted the **Information Commissioner's Office (ICO) Model Publication Scheme**.

This scheme commits the Council to proactively publishing key information, including:

- Council minutes and agendas
- Policies and procedures
- Financial information
- Contact details

Information included in the publication scheme will be made available on the Council's website or provided on request.

## 4. Making a Freedom of Information Request

Anyone can make a request for information held by the Council.

Requests must:

- Be made in writing (including email)
- State the requester's name
- Provide an address for correspondence
- Clearly describe the information requested

Requests should be sent to:

**The Parish Clerk**

Email: [parishclerk@knaptonvillage.org](mailto:parishclerk@knaptonvillage.org)

## 5. Response Times

The Council will:

- Acknowledge FOI requests where appropriate
- Respond within **20 working days** of receipt

If the request is complex or requires a public interest test, the Council may extend the response time, as permitted by law, and will inform the requester accordingly.

## 6. Exemptions

Some information may be withheld where an exemption under the Freedom of Information Act applies. Common exemptions include:

- Personal data (covered by the UK GDPR and Data Protection Act 2018)
- Confidential or commercially sensitive information
- Information intended for future publication

Where an exemption is applied, the Council will explain why and advise the requester of their right to appeal.

## 7. Fees and Charges

Most requests are free of charge.

The Council may charge a reasonable fee for:

- Photocopying
- Printing
- Postage

Any fee will be communicated to the requester in advance.

## **8. Refusal of Requests**

The Council may refuse a request if:

- The information is exempt
- The request is vexatious or repeated
- The cost of compliance exceeds the statutory limit

Any refusal will be provided in writing and will include details of the appeals process.

## **9. Appeals and Complaints**

If a requester is dissatisfied with the handling of their request, they may request an internal review by writing to the Parish Clerk.

If the requester remains dissatisfied after the internal review, they may complain to the **Information Commissioner's Office (ICO)**.

## **10. Records Management**

The Council will maintain accurate and up-to-date records to ensure compliance with FOI obligations. Records will be retained and disposed of in line with the Council's retention schedule.

## **11. Review of Policy**

This policy will be reviewed periodically and updated as necessary to ensure continued compliance with legislation and best practice.

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB  
Telephone: 07900 957888 :: Email: [parishclerk@knaptonvillage.org](mailto:parishclerk@knaptonvillage.org)  
Website: <https://www.hugofox.com/community/knapton-parish-council-20696>