

## **St. Ippolyts Parish Council**

The following Policy and Procedure for Information Requests document (version 1) has been approved at the 12<sup>th</sup> September 2011 Parish Council meeting.

### **Policy and Procedure for Information Requests**

The Council is committed to the Freedom of Information Act and will meet all obligations required.

Where possible the Council will provide additional information beyond the requirements of the above Act but will be conscious of the Data Protection Act and Copyright.

Only ratified Council documents will be made available. Draft documents will not be made available.

Requests for information should be made in writing either by email or letter to the Clerk.

If the information is available on the Council website people enquiring by email will be directed to the appropriate page.

Where documents are not yet ratified the enquirer will be informed of the likely date when they would be available.

The Council reserves the right to make a nominal charge to cover costs when the information is to be provided in hard copy.

A record will be kept of all requests provided by hard copy together with the amount charged.

The Clerk will endeavour to provide information requests within 20 days at the latest.

This policy will be reviewed every year or earlier if required by legislation or additional material.