

Harting Parish Council

Freedom of Information

How to make a request, when the Council will respond and your right to complain

To be read in conjunction with Harting Parish Council's
Publication Scheme and Policy on Freedom of Information

1. Your request must be in writing, in a legible form and capable of being used for subsequent reference. It can be by letter or by email.
2. Your request should be sent to the Clerk to Harting Parish Council (HPC) whose contact details can be found on HPC's website or notice board.
3. Your request must include sufficient detail to enable HPC to identify the information requested.
4. You must provide your real name and a contact address, which may be a postal address or an email address. Providing a telephone number is not obligatory, but it would be helpful should any clarification be required.
5. If a charge is to be made, HPC will write to you with the cost before proceeding further.
6. Where possible, information will be provided in the form you request. This may be a copy or a summary of the information, or you may ask to inspect the record.
7. HPC will respond to you within 20 working days of receipt of your request, except when:
 - 7.1. HPC needs you to provide clarification in order to identify and locate the relevant information; in which case, your request will be dealt with once this clarification has been provided
 - 7.2. HPC notifies you that you will need to pay a fee, in which case the time taken for the fee to be paid is not counted in the 20 days: if the payment is still outstanding after 3 months, HPC does not have to answer your request.
8. HPC's response to your request will be published on its website without your personal details
9. If HPC decides not to release the information you requested, because it considers an exemption applies, it will give reasons for its decision
 - 9.1. If you disagree with this decision, you have the right to complain to HPC using its complaints procedure
 - 9.2. If you are still not happy with the decision having used HPC's complaints procedure, you have the right to complain to the Information Commissioner.

Please note:

- HPC is only required to provide relevant information it already holds in a recorded form.
- Where the information requested is already accessible because it is covered by HPC's publication scheme, HPC is not required to provide the information in response to an individual request.

Approved 21.05. 2015

References:

Website of the Office of the Information Commissioner
NALC Legal Topic Notice 37

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