

SANCTON PARISH COUNCIL

Freedom of Information Procedure

The Freedom of Information Act (FOI) came into force in January 2005, and allows members of the public to request access to information which is not already available to the public.

Access to recorded information can be requested. The Act does not however, cover information that is already in the public domain, or can already be viewed by the public. To view information that is already available, please see the Parish Council's website – www.sanctonparishcouncil.gov.uk

Personal data is not covered by the FOI but is covered by the Data Protection Act 1988. Please see Sancton Parish Council's Data Protection Procedure (available on the website), for how to make a request for personal data.

Sancton Parish Council uses the Information Commissioners Office Freedom of Information Act Model Publication Scheme as guidance.

To make a request to Sancton Parish Council for access to information under the FOI please make the request in writing to:

Mrs Louise Ward
Parish Clerk
Sancton Parish Council
9 New Road
Worlaby
Brigg
North Lincolnshire
DN20 0PE

Email: clerk@sanctonparishcouncil.gov.uk

The request will be dealt with within 20 working days of receipt. Any financial charges will commensurate with the request.

For applicants that feel that Sancton Parish Council has not complied satisfactorily with the FOI request, please contact the Clerk in the first instance.

Applicants that are still dissatisfied may contact:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

<https://ico.org.uk/global/contact-us/>

This procedure was adopted by Sancton Parish Council at its meeting held on the 13th May 2019.

Next Review Due: May 2021.