

HATTON PARISH COUNCIL

Freedom of Information Policy

Hatton Parish Council is committed to being open and transparent in the services it provides to the local community.

Under Freedom of Information requirements the Council has a Publication Scheme and these procedures for dealing with requests for information from members of the public.

The Publication Scheme can be found on the Hatton Parish Council website at www.hattonpc.com or by application to the Clerk.

Members of the public may make a Freedom of Information request in writing to the Clerk.

These requests must include;

- Name
- Contact details
- A detailed description of the recorded information required

Most requests are free of charge, although a small charge may be made for photocopies and postage. The enquirer will be notified in advance if a charge is to be made.

Hatton Parish Council will respond to requests within 20 working days unless there are exceptional reasons.

There may be enquires that the Council are unable to respond to including;

- Requests for personal data not relating to the enquirer and so protected under Data Protection regulations.
- Information no longer held by the Council
- Information held by other authorities
- Requests where more specific instructions are asked for

The Clerk will maintain a log of Freedom of Information requests.

Reviewed May 2020

Review September 2021

Reviewed September 2022