

Coleshill Town Council Freedom of Information policy

This page contains the policy statement and general policy of Coleshill Town Council with respect to freedom of information under the Freedom of Information Act 2000.

The Freedom of Information Act 2000

1. The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:

- 1.1 Public authorities are obliged to publish certain information about their activities
- 1.2 Members of the public are entitled to request information from public authorities

2. The Act covers any recorded information held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Recorded information includes printed documents, computer files, letters, emails, photographs, hand written notes and sound or video recordings.

3. The Act does not give people access to their own personal data (information about themselves) such as their health records or credit references. Individuals wishing to see information about themselves need to make an application under Section 7 of the Data Protection Act.

4. Public authorities include government departments and local authorities at all levels and so The Act covers Coleshill Town Council.

Policy

Coleshill Town Council is committed to:

- Comply within the spirit of the FoIA where we are able, providing advice and assistance to requesters wherever we can.
- Seek to respond to requests for information promptly and within 20 working days. Where we are not able to do so we will inform requesters of the reasons and keep them updated of progress in dealing with their request.
- Maintain as much information which is readily accessible as possible that provides it without the need for a formal FoIA request (e.g. minutes and financial statements).
- Continue to protect the personal data entrusted to us, by disclosing it only in accordance with the Data Protection Act 1998.
- Consult with third parties before disclosing information that could affect their rights and interests. However, we reserve the right to take the final decision on disclosure.

- Reserve the right to make reasonable charge for information requests in line with the FoIA Fees Regulations or other applicable regulations, including charging for requests made under the Data Protection Act 1998.
- Where we are not minded to disclose information even where exemptions do not apply, seek to explain why.
- Ensure that all staff are aware of their obligations under our commitment to make information available where we can, on receipt of requests.
- Deal with any complaints in line with a standard means of complaints consideration.

Making a request for information

If you wish to request information which is not already published on our website or through the library, please email info@coleshilltowncouncil.gov.uk or write to us at:

Coleshill Town Council

Town Hall, 142 High Street

Coleshill

Warks. B46 3BG

When making your request you should include:

- Your preferred correspondence details e.g. name, email or postal address
- A clear description of the information you are requesting in as much detail as possible. If we need to clarify your request it may take longer to provide the information to you

Making a request for your own personal data

If you wish to request information which is held by the LGA and which relates to yourself, please email info@coleshilltowncouncil.gov.uk or write to us at the above postal address. We will treat your request as a Subject Access Request under the Data Protection Act 1998.

Further information about your rights under the Data Protection Act 1998 is available from the [website of the Information Commissioner's Office](#).