**Ironville Parish Council**

**Freedom of Information Policy**

**Introduction**

Under the Freedom of Information Act 2000 (FOIA), Ironville Parish Council (the

Council) has a duty to adopt and maintain a Publication Scheme describing:

* The classes of information it publishes
* How and where such information is published (e.g. website, paper copy, etc.)
* Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what

information will be automatically or routinely published by the Council and to ensure

that a significant amount of information is available to the public, without the need for

a specific request to be made.

Other information is of course available from the Council by individual request, under

the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication

Scheme or you have any comments or suggestions on how it can be improved,

please contact:

Clerk to Ironville Parish Council

Homestead Farm, 10 Alfreton Road, Newton, Derbyshire, DE55 5TP

Email: clerk@ironvilleparishcouncil.co.uk

**Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of

charge and can be downloaded from our website at <https://ironvilleparishcouncil.co.uk/>

Where information is available only in paper format, this is stated in the Publication Scheme

and can be viewed by appointment with the Council's Clerk or a copy can be

requested.

**Information not contained within the Publication Scheme and Exemptions**

The FOIA created a general right of access to information, it also set out information

that the Council does not have to make available for specific reasons, called

exemptions. This is information that, if published, might prejudice the health, safety

or security of the Council, its staff, systems, services or property or breached an

individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council

will tell the applicant in writing why the Council has refused the request and quote

the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council’s decision. The Information Commissioner’s Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk/](http://www.ico.gov.uk/)

**Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@ironvilleparishcouncil.co.uk

**Charges**

The Council's Fees and Charges are stated at the end of the Publications Scheme

Unless otherwise stated, publications listed in our Publication Scheme are supplied

free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to

be met, then the Council is able to charge the requestor for the administration costs

in meeting the request.

A charge may be made for photocopies.

**Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the

Publication Scheme.

**Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme was initially approved

on 21 May 2018 and will be amended periodically as necessary. The Scheme will be

reviewed annually.

**Appendix 1**

**Information available from Ironville Parish Council under the model publication scheme**

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| --- | --- | --- |
| **Information to be published** | **How the information****can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**Organisational information, structures, locations and contactsThis will be current information only |
| Who’s who on the Council and its Committees | WebsiteOn request from the Clerk | First 5 pages freeof chargethere after photocopyingor printing cost at20p per A4 page |
| Contact details for Parish Clerk and Council members (named contacts wherepossible with telephone number and email address (if used)) | WebsiteOn request from the ClerkNotice boardParish Page in monthlyVillage newsletter |
| Location of main Council office and accessibility details | Website |
| Staffing structure | On request from the Clerk |