



# Redgrave Parish Council

## FREEDOM OF INFORMATION POLICY

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### 1. Introduction

Under the **Freedom of Information Act 2000 (FOIA)**, Redgrave 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 Publication Scheme** issued by the **Information Commissioner’s Office (ICO)**, attached at Appendix 1.

The purpose of the Council's Publication Scheme is to make a significant amount of information available to the public routinely and automatically, without the need for a specific request.

Other information not listed in the Scheme may be requested under the **FOIA** or the **UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018)**.

If there is any information required that does not appear in the Council's Publication Scheme, or if you have any comments or suggestions on how it can be improved, please contact the **Parish Clerk** or the **Chair**. Contact details for these roles are published on the Council’s website at: <http://redgrave.onesuffolk.net/parish-council/>

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### 2. Obtaining Information

Much of the information listed in the Council's Publication Scheme is available free of charge and can be downloaded from our website: <http://redgrave.onesuffolk.net/parish-council/>

Where information is available only in paper format, this will be stated in the Publication Scheme. Documents can be inspected by appointment with the Parish Clerk, or copies can be requested.

#### **Information not contained within the Scheme and exemptions**

The FOIA creates a general right of access to information. However, certain categories of information are exempt where disclosure might:

- Prejudice the health, safety, or security of the Council, its staff, systems, services, or property; or
- Breach an individual's data protection rights.

If information is withheld, the Clerk will confirm this in writing, explain which exemption applies, and outline the applicant's right of appeal.

Applicants who remain dissatisfied may request an independent review by the **Information Commissioner's Office (ICO)**: <https://ico.org.uk/>

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### **3. Data Protection**

You have the right to request access to the personal data we hold about you, in line with the **UK GDPR** and the **DPA 2018**.

Requests should be addressed to the Parish Clerk. Contact details are available on the Council website.

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### **4. Charges**

Unless otherwise stated, information listed in the Council's Publication Scheme is provided free of charge.

Charges may be made for:

- **Photocopying/printing** – at cost (per sheet)
- **Postage** – at actual cost of Royal Mail standard 2nd class
- **Requests exceeding the appropriate limit** – if the estimated staff time to locate and prepare the information would exceed the statutory limit (currently £450 as defined in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004). In such cases, the Council may either refuse the request or charge the full costs, in line with ICO guidance.

Details of fees and charges are set out in **Appendix 1**.

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### **5. Accessibility and Transparency**

The Council is committed to ensuring information is made available in accessible formats, in line with the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (WCAG 2.2 AA standard)**.

The Council also complies with the **Transparency Code for Smaller Authorities (2015)**, which requires specified financial and governance information to be routinely published on the Council's website.

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## **6. Management of the Publication Scheme**

The Council is responsible for the adoption, maintenance, and review of this Policy and the Publication Scheme.

This Policy will be reviewed **annually**, or sooner if there are changes in legislation, ICO guidance, or best practice.

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### **Appendix 1**

**Redgrave Parish Council Model Publication Scheme**  
(as approved by the Information Commissioner's Office)