

# East Budleigh with Bicton Parish Council

## Freedom of Information Code of Practice

Adopted February 2019

East Budleigh with Bicton Parish Council (EBBPC) is fully committed to comply with the Freedom of Information Act 2000. A full description of the expected compliance is available on the Information Commissioners Office website via the following link:  
<http://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

The Freedom of Information (FOI) Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

As well as responding to requests for information, councils must publish information proactively. The Freedom of Information Act requires every public authority to have an approved publication scheme and to publish information covered by the scheme.

EBBPC's Model Publication Scheme may be found on its website via the following link:  
[http://www.eastbudleigh.org.uk/uploads/5/1/8/3/51830611/2019\\_01\\_23\\_ebbpc\\_publication\\_scheme\\_ico\\_model\\_2019\\_final.pdf](http://www.eastbudleigh.org.uk/uploads/5/1/8/3/51830611/2019_01_23_ebbpc_publication_scheme_ico_model_2019_final.pdf)

The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

EBBPC's Information Availability Chart under the Publication Scheme may be found on its website via the following link:  
[http://www.eastbudleigh.org.uk/uploads/5/1/8/3/51830611/2019\\_03\\_10\\_ebbpc\\_publication\\_scheme\\_chart\\_2019\\_final.pdf](http://www.eastbudleigh.org.uk/uploads/5/1/8/3/51830611/2019_03_10_ebbpc_publication_scheme_chart_2019_final.pdf)

If a member of the public wants information not listed in the scheme, they can still ask for it.

### How to access information from a public body

The Freedom of Information Act, Environmental Information Regulations and INSPIRE Regulations give you rights to access official information.

You can ask for any information you think a public authority may hold. The right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video and audio recordings.

- You should identify the information you want as clearly as possible.
- Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer your question if this would mean creating new information or giving an opinion or judgment that is not already recorded.
- Some information may not be given to you because it is exempt, for example because it would unfairly reveal personal details about somebody else.

You don't have to know whether the information you want is covered by the Environmental Information Regulations or the Freedom of Information Act. When you make a request, it is for the public authority to decide which law they need to follow.

The INSPIRE Regulations require public authorities that hold spatial or geographic information to make it available so that you can search it in particular ways.

A fuller description of how to access information from a public body may be found on the ICO website at the following link

<http://ico.org.uk/your-data-matters/official-information/>

An FOI request should normally be responded to within 20 working days.

Before making an FOI request, however, please check that the information is not already available on the EBBPC website Publication Scheme Information Chart as per the link above. If you cannot find the information online then requests under the FOI scheme, relating to EBBPC, should be forwarded to:

**Parish Clerk:** Judith Lumsden

**Email:** [clerk@eastbudleigh-pc.gov.uk](mailto:clerk@eastbudleigh-pc.gov.uk)

**Tel.** 01395 445080

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