

# FREEDOM OF INFORMATION POLICY AND THE MODEL PUBLICATION SCHEME

## MISSON PARISH COUNCIL

2024

Misson Parish Council has a commitment to openness and transparency and has always been conscious of making relevant information available wherever possible to individuals who request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

### **The Freedom of Information Act 2000**

The Freedom of Information Act which came into force on 1<sup>st</sup> January 2005, gives everyone a statutory right of access to information held by bodies such as Parish Councils.

### **The Revised Model Publication Scheme**

Misson Parish Council adopted the revised model publication scheme issued by the Information Commissioners Office. You can access a copy of the scheme by contacting the ICO. The address is at the bottom of this policy.

The scheme commits an authority to publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority.

### **Website**

A significant amount of information for Misson Parish Council is available free of charge on the website – [www.missonparishcouncil.gov.uk](http://www.missonparishcouncil.gov.uk)

### **Requesting Information**

Individuals or organisations may make a written request for information which they believe Misson Parish Council holds. To request information under the provisions of the Act, and to help Misson Parish Council in identifying the precise information you require please email [clerk@missonparishcouncil.gov.uk](mailto:clerk@missonparishcouncil.gov.uk) or write to the Parish clerk at Shelaine, Gibdyke, Misson

Doncaster DN10 6EL As required by the Act, the following will need to be included with the request:

- Name of person requesting the information.
- Postal address or email of the person requesting the information.
- A clear description of the information being requested.

A preference of how the information is to be communicated e.g. hard copy, electronic or the opportunity to inspect a record containing the information. Misson Parish Council will try to provide the information in the preferred format as far as is reasonably practical, or will notify the person requesting the information if Misson Parish Council cannot do so.

### **Responding to Requests**

Misson Parish Council will inform the person requesting the information in writing if Misson Parish Council hold the information requested, and if so, will provide the information no later than 20 working days after receipt of the request.

### **Information Exempt from the Act**

The Freedom of Information Act does identify several categories which Misson Parish Council is not required to disclose under the Act. In this case Misson Parish Council will write to the person requesting the information, stating the exemption which provides the basis for refusal with the Act. Misson Parish Council will communicate this within 20 working days. Examples listed below. For the complete list of exemptions see Part two of the Act sections 21 through to 44.

- If harmful to another person
- If against public interest
- The information would breach another law
- Disclosure would cause a specific type of harm, such as endangering health and safety, prejudicing law enforcement or someone's commercial interests

### **Charges**

There is no 'flat rate' fee to receive information under the Freedom of Information Act and in many cases Misson Parish Council will provide the information free of charge. However, if the information is not readily available in the media in which it is requested. The Parish Council may charge a fee based on the costs associated with providing the information e.g. photocopying and postage.

### **Refusal of Requests**

The Freedom of Information Act does permit Misson Parish Council to refuse a request if it estimates that it will cost the Council in excess of the appropriate limit of 4 hours.

### **Freedom of Information Fees Notice**

If a fee is required for disbursements, Misson Parish Council will write advising of the fee required within 20 working days of receipt of the request. This is known as a 'Fees Notice'. When a 'Fees Notice' has been issued, the 20 working days limit for responding stops and will start again when Misson Parish Council receive payment. If Misson Parish Council do not receive the fee within three months the Council are not obliged to comply with the request.

### **Complaints**

If persons requesting the information are dissatisfied with the way Misson Parish Council has responded to a request for information, please write to the Parish Clerk, Misson Parish Council, Shelaine, Gibdyke, Misson, Doncaster DN10 6EL.

The Information Commissioners Office is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website, or by writing to the Information Commissioners Office, Whycliffe House, Water Lane, Wimslow, Cheshire. SK9 5AF.