



1. Purpose Mynnas

Chacewater Parish Council is committed to openness and transparency and recognises its responsibilities under the [Freedom of Information Act 2000](#).

This policy sets out how the Parish Council will:

- respond to requests for information;
- provide access to recorded information; and
- apply exemptions appropriately.

2. Scope Skop

This policy applies to:

- all recorded information held by Chacewater Parish Council; and
- information held in any format, including:
 - emails;
 - paper records;
 - electronic files; and
 - audio recordings.

It includes information held by the Clerk, Councillors (where acting in their official capacity), and contractors on behalf of the Parish Council.

3. Principles Pennrewlys

Chacewater Parish Council will:

- Make information available unless there is a lawful reason not to
- Respond promptly and within statutory timescales
- Provide advice and assistance to applicants
- Apply exemptions carefully and lawfully
- Maintain accurate and accessible records

4. Responsibilities Omgemeryansow

4.1. Clerk (Responsible Officer) Klorek (Sodhek OmgemeryanseK)

The Clerk is responsible for:

- receiving and logging requests;
- coordinating responses;
- assessing exemptions;
- liaising with councillors, where required; and
- maintaining records of requests.

4.2. Councillors Konseloryon

Councillors must:

- forward FOI requests to the Clerk immediately;
- assist in locating information if requested; and
- not respond independently to formal FOI requests.



5. What is a valid FOI request? Pyth yw govyn Rydhses Kedhlow ewn?

A request must:

- be in writing (including email);
- state the applicant's name;
- provide a contact address (email acceptable); and
- describe the information requested.

The applicant does not need to state a reason.

6. Handling requests Handlans govynnow

6.1. Acknowledgement Aswonvos

Requests will normally be acknowledged within 5 working days.

6.2. Response time Termyn gorthyp

The Parish Council will respond within 20 working days.

This may be extended where:

- public interest tests are required; or
- clarification is needed.

6.3. Clarification Klerheans

If a request is unclear:

- the Parish Council will seek clarification; and
- the statutory time limit will pause until clarification is received.

6.4. Advice and assistance Kussul ha skoodhyans

The Parish Council will:

- Help applicants refine requests where possible
- Suggest alternative ways to access information

7. Providing information Rendra kedhlow

Information will normally be provided:

- electronically (preferred); or
- in hard copy, if requested.

Where possible, information will be provided in the format requested.

8. Exemptions Kwityans

Chacewater Parish Council may withhold information where exemptions apply.

Common exemptions include:

- personal data (handled under data protection law);
- commercially sensitive information;
- legal privilege;
- confidential information; or
- information intended for future publication.



8.1. Qualified exemptions Kwityansow reythhes

Where applicable, the Parish Council will:

- apply a public interest test; and
- balance transparency against potential harm.

8.2. Refusal notices Argemmynow nagh

If information is withheld, the Parish Council will:

- explain the reason;
- cite the relevant exemption; and
- inform the applicant of their right to review.

9. Fees and charges Feow ha kostow

Most requests are free of charge.

The Parish Council may charge for:

- printing;
- postage; and
- staff time, where permitted.

If costs exceed the statutory limit:

- the request may be refused; or
- a fee notice may be issued.

10. Vexatious or repeated requests Govynnow beghus po yn fenowgh

Chacewater Parish Council may refuse requests that are:

- vexatious; or
- repeated without reasonable interval.

The Parish Council will:

- consider each case carefully; and
- provide justification where refusal applies.

11. Environmental information Kedhlow kerghynedhel

Requests relating to environmental matters will be handled under the Environmental Information Regulations 2004, where applicable.

12. Internal review Daswel a-ji

If an applicant is dissatisfied:

- they may request an internal review within 40 working days.

The review will:

- be conducted by the Clerk or a panel of councillors; and
- be completed within 20 working days (or 40 working days in complex cases).



13. Information Commissioner Desedheger Kedhlow

If still dissatisfied, the applicant may complain to the [Information Commissioner's Office \(ICO\)](#).

14. Records management Menystrans kovadhow

The Parish Council will:

- maintain a log of FOI requests and responses;
- retain records in accordance with its Document Management Policy; and
- ensure information is organised and retrievable.

15. Proactive publication Dyllans ragvewek

Chacewater Parish Council will:

- publish information routinely via its Publication Scheme; and
- reduce the need for formal FOI requests.

16. Training and awareness Trenyans ha warneth

The Clerk will maintain knowledge of FOI requirements.

Councillors will be made aware of their responsibilities.

17. Review Daswel

This Policy will be reviewed:

- annually; or
- following changes in legislation or guidance.