



*Longwick-cum-Ilmer  
Parish Council*

## **Longwick cum Ilmer Parish Council Freedom of Information (FOI) Policy**

### **1. Purpose**

This policy sets out how the Council will meet its obligations under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). It explains how the Council will make information available, how requests will be handled, and the rights of the public to access information.

### **2. Scope**

This policy applies to:

- All information held by the Council, in any format
- All councillors, employees, contractors, and volunteers who create or manage council information
- Both FOIA and EIR requests

Personal data is handled separately under the Council's Data Protection Policy.

### **3. Commitment to Openness**

The Council is committed to:

- Being open, transparent, and accountable
- Publishing information proactively through the ICO Model Publication Scheme
- Responding to requests promptly, fairly, and in accordance with the law

### **4. Publication Scheme**

The Council has adopted the ICO Model Publication Scheme and publishes information routinely where possible.

The Publication Scheme sets out:

- What information is available
- How it can be accessed
- Whether a charge applies

### **5. Making a Request**

A request for information can be made by:

- Email: [clerk@longwickcumilmer.org.uk](mailto:clerk@longwickcumilmer.org.uk)
- Letter: PO Box 247, Chinnor, OX9 0FH

FOI requests must be in writing.

EIR requests can be made verbally or in writing.

Requests should include:

- The requester's name
- Contact address or email
- A clear description of the information sought

The Council does not require a reason for the request.

### **6. Responding to Requests**

The Council will:

- Acknowledge and log all requests
- Respond within 20 working days
- Clarify requests where needed

- Provide advice and assistance to help applicants access information

If more time is needed (e.g., for complex EIR requests), the Council will notify the requester.

## **7. Exemptions and Exceptions**

Some information may not be released if:

- An FOIA exemption applies
- An EIR exception applies
- Disclosure would breach data protection legislation
- The request is vexatious, repeated, or exceeds the appropriate cost limit

Where information is withheld, the Council will:

- Explain the exemption/exception used
- Provide a public interest test where required
- Inform the requester of their right to complain

## **8. Charges**

Most information is provided free of charge.

Charges may apply for:

- Photocopying or printing
- Postage
- Information published commercially
- Requests exceeding the statutory cost limit

Any charges will be communicated in advance.

## **9. Record Keeping**

The Council will maintain:

- A log of FOI/EIR requests
- Copies of responses
- Details of any exemptions applied

This supports transparency and continuous improvement.

## **10. Complaints and Appeals**

If a requester is dissatisfied with the handling of their request, they may request an internal review within 40 working days.

If still dissatisfied, they may contact the Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk)

## **11. Roles and Responsibilities**

- Clerk / RFO: Responsible for managing FOI/EIR requests, maintaining records, and ensuring compliance.
- Councillors and staff: Must support the Clerk by providing information promptly and following this policy.
- Council: Ensures adequate resources and oversight.

## **Review of Policy**

This policy will be reviewed every two years, or sooner if legislation or best practice changes.

Policy Adopted: XXXX