



Freedom of Information and Environmental Information Policy

1. Introduction

Wrose Parish Council is committed to openness, transparency, and accountability. We recognise the public's right to access information about the work of the Council in accordance with:

- The **Freedom of Information Act 2000 (FOIA)**,
- The **Environmental Information Regulations 2004 (EIRs)**, and
- The **Data Protection Act 2018 (DPA)**.

This policy sets out how the Council will respond to requests for information and how we will proactively publish information.

2. Scope

This policy applies to:

- All information created and held by the Council, regardless of format (paper or electronic).
- All requests for recorded information under FOIA or EIRs.
- All councillors, employees, and contractors handling council information.

Note: Personal data about individuals is covered separately by the Council's **Data Protection Policy**.

3. Publication Scheme

The Council has adopted the **Information Commissioner's Office (ICO) Model Publication Scheme**.

- The Publication Scheme commits us to proactively publish information in key categories such as who we are, what we do, what we spend, priorities, decision-making, policies, procedures, and services.

- The Council's Publication Scheme and Guide to Information are available on the parish website and from the Clerk on request.

4. Requests Under FOIA and EIRs

4.1 Making a Request

- **FOIA requests** must be in writing (letter or **preferably by email**).
- **EIR requests** may be made verbally or in writing.
- Requests must include the requester's name, address (or email), and a description of the information sought.

Requests should be addressed to:

The Clerk to Wrose Parish Council

Clerk@wroseparrishcouncil.gov.uk

Or by letter to the Council's registered office at :

Highcroft Youth Centre,
Snowden Road, Shipley,
Bradford BD18 1JD

If sending a letter, please call the Clerk in advance so that they can arrange for its collect as they are not based at the registered office. Tel 07513 773425

4.2 Response Times

- A full response will normally be provided within **20 working days**.
- Under EIRs, the deadline may be extended to **40 working days** for complex or voluminous requests.
- Where an extension is needed, the Clerk will notify the requester.

5. Exemptions and Exceptions

5.1 FOIA Exemptions

Some information is exempt from disclosure under FOIA, for example if it relates to personal data, commercial confidentiality, or legal privilege.

5.2 EIR Exceptions

Under the EIRs, some information may be withheld if disclosure would adversely affect:

- Confidentiality of personal data (covered by DPA).
- Commercial confidentiality.
- Internal communications.
- Public safety, security, or the protection of the environment.

Where information is withheld, the Council will apply a public interest test and will explain the decision to the requester.

6. Fees and Charges

- Most information will be provided free of charge, especially where it is already published on the Council's website.
- Where costs are incurred (e.g. photocopying, printing, or postage), the Council may charge "reasonable costs" in line with FOI Fees Regulations and the EIR regime.
- Charges will be explained in advance and must be paid before information is supplied.

7. Roles and Responsibilities

- The **Clerk** is the Council's designated FOI/EIR Officer and responsible for managing requests, maintaining the Publication Scheme, and ensuring compliance with statutory deadlines.
- The **Council** is responsible for adopting this policy and reviewing it regularly.
- Councillors and staff must pass any FOI/EIR requests they receive directly to the Clerk without delay.

8. Appeals and Complaints

- If a requester is dissatisfied with the Council's response, they may ask for an internal review by writing to the Chair of the Council within **40 working days** of the response. The Clerk can provide email details of the current Chair.
- The Council will aim to complete the internal review within **20 working days**.
- If still dissatisfied, the requester may complain to the **Information Commissioner's Office (ICO)** at:
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
www.ico.org.uk

9. Monitoring and Review

- The Clerk will keep a log of all FOI and EIR requests and report annually to the Council on requests received and responses made.
- This policy will be reviewed **every three years**, or sooner if legislation or ICO guidance changes.

Adopted by the Council: September 2025

Next Review: September 2028