

Freedom of Information & Information Rights Policy

Adoption Date:	January 2026
Review Date:	January 2027

1. Introduction

Collingham Parish Council is committed to openness and transparency in the conduct of its business and in its engagement with the community.

The Council recognises its obligations under the Freedom of Information Act 2000, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and related legislation, and will ensure that requests for information are handled lawfully, consistently and within statutory timescales.

2. Scope of this Policy

This policy applies to:

- all councillors;
- all employees of the Council;
- temporary staff, contractors and volunteers acting on behalf of the Council; and
- all recorded information held by the Council, regardless of format.

3. Types of Information Covered

3.1 Freedom of Information Act 2000

The Freedom of Information Act 2000 provides a general right of access to recorded information held by public authorities, subject to certain exemptions.

3.2 Subject Access Requests (Personal Data)

Requests by individuals for access to their own personal data are made under UK GDPR and the Data Protection Act 2018 and do not fall under the Freedom of Information Act.

Such requests are handled in accordance with the Council's Subject Access Request Procedure.

3.3 Environmental Information Regulations 2004

Requests for environmental information are dealt with under the Environmental Information Regulations 2004.

4. Freedom of Information Requests

The Council will:

- confirm whether it holds the requested information;
- respond within 20 working days;
- provide information free of charge where possible; and
- apply exemptions strictly in accordance with the Act.

5. Subject Access Requests

The Council will process Subject Access Requests in accordance with UK GDPR and the Data Protection Act 2018.

Requests must be responded to within one calendar month of receipt of a valid request.

6. Responsibilities

6.1 The Council

The Council is responsible for ensuring compliance with information legislation.

6.2 Clerk to the Council

The Clerk is responsible for coordinating responses, ensuring deadlines are met, maintaining request logs, and seeking advice where required.

6.3 Councillors, Staff and Volunteers

All must forward requests promptly, assist with searches, and not alter or destroy relevant information.

7. Exemptions and Refusals

Information will only be withheld where a lawful exemption applies.

8. Publication Scheme

The Council maintains a Publication Scheme in accordance with the Freedom of Information Act 2000.

9. Complaints and Appeals

Requesters may seek an internal review or complain to the Information Commissioner's Office.

10. Review

This policy will be reviewed annually or sooner if required.

Appendix A – Subject Access Request Procedure

The Council's Subject Access Request Procedure forms Appendix A to this policy.