



# Blockley Parish Council

## Freedom of Information Policy March 2026

### Minute ref:19.03.26.7.5

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#### **1. Introduction**

The Council is committed to transparency and complies fully with the Freedom of Information Act 2000 (FOIA). This Act gives the public a general right of access to recorded information held by the Council, subject to certain exemptions.

#### **2. Making a Request**

2.1. Anyone can request information. You do not need to explain why you want the information or explicitly mention the FOIA.

2.2. Requests must be made in writing (including email), be legible, and provide a real name (pseudonyms are not accepted) and a contact address for correspondence.

2.3. Requests must provide enough detail for us to identify and locate the specific information you are seeking. Broad or vague requests may be delayed or refused if we cannot determine what is being asked for.

2.4. When making your request, please let us know how you would prefer to receive the information (e.g., by email, as a paper copy by post, or by inspecting the documents in person).

#### **3. Our Response**

3.1. We will acknowledge your request and respond promptly, and no later than 20 working days following receipt of a valid request.

3.2. We will confirm whether we hold the requested information and, if so, provide it to you in your preferred format where reasonably possible.

3.3. If we require further clarification to locate the information, the 20-working-day clock will pause until we receive it.

#### **4. Fees and Charges**

4.1. The Council is not obliged to comply with a request if the cost of locating, retrieving, and extracting the information exceeds £450 (equivalent to 18 hours of work). In such cases, we will work with you to refine your request to bring it under the limit.

4.2. We may charge for actual disbursement costs, such as photocopying, printing, and postage. If a fee applies, we will issue a fee notice, and the 20-working-day clock will pause until payment is received.

#### **5. Exemptions and Refusals**

5.1. While we aim to disclose information wherever possible, the FOIA includes absolute and qualified exemptions.

5.2. We will not provide information if it is already publicly accessible (e.g., via our Publication Scheme), if it involves the personal data of third parties, or if a qualified exemption applies and the public interest in withholding the information outweighs the public interest in disclosing it.

5.3. We will not comply with vexatious or repeated identical requests.

5.4. If we refuse a request, we will explain the reasons, specify the exemption applied, and outline your right to appeal.

#### **6. Data Protection**

6.1. Where requested information contains personal data of third parties, we will consider whether disclosure would breach data protection principles under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

6.2. We will redact personal information where necessary to protect individuals' privacy, unless there is a legitimate public interest in disclosure that overrides the individual's rights.

6.3. If your request relates to your own personal data, this should be made as a Subject Access Request under data protection legislation rather than under FOIA.

## **7. Publication Scheme**

7.1. The Council maintains a Model Publication Scheme in accordance with the FOIA, setting out information that we routinely make available to the public.

7.2. Our Model Publication Scheme includes information about who we are and what we do, our financial information, our policies and procedures, meeting agendas and minutes, and other relevant documentation.

7.3. Information available under the Model Publication Scheme can be accessed via our website or by contacting the Parish Clerk. Some information may be subject to a charge to cover photocopying and postage costs.

## **8. Transparency Code Compliance**

8.1. As a Parish Council with an annual turnover exceeding £25,000, we comply with the Local Government Transparency Code 2015 and proactively publish information including: expenditure exceeding £500; end of year accounts; annual governance statement; internal audit reports; list of councillor responsibilities; details of public land and building assets; and grants to voluntary, community and social enterprise organisations.

8.2. This information is published on our website and updated in accordance with the requirements of the Transparency Code.

8.3. Much of this information is available without the need to make a formal FOI request.

## **9. Contact Information**

9.1. FOI requests should be submitted to the Proper Officer:

Email: [parishclerk@blockleyparish.gov.uk](mailto:parishclerk@blockleyparish.gov.uk)

Post: Blockley Parish Council, The Heritage Centre, Park Rd, Blockley, GL56 9BY

9.2. The Parish Clerk is the designated Proper Officer responsible for handling FOI requests on behalf of the Council.

## **10. Complaints and Appeals**

If you are dissatisfied with our handling of your request, you may request an internal review. If you remain dissatisfied, you have the right to complain directly to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).