

# WOODLAND PARISH COUNCIL

## Freedom of information Policy

### Freedom of information Policy

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## **Freedom of information Policy**

### **Introduction:**

Under the Freedom of Information Act 2000 (FOIA), Woodland Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact;

Email-clerk@Woodlandparishcouncil.gov.uk

### **Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at [www.Woodlandparishcouncil.gov.uk](http://www.Woodlandparishcouncil.gov.uk) Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

### **Information not contained within the Publication Scheme and Exemptions**

The FOIA created a general right of access to information. It also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems,