

APPENDIX II  
FREEDOM OF INFORMATION ACT  
TO BE KEPT WITH STANDING ORDERS

Processing of Requests

1. Requests must be made in writing to the Clerk of the Parish Council.
2. Request must contain a name and address – including e. mails.
3. Requests must describe the information wanted.
4. A response must be made within 20 working days. This Council aims to reply between 5 – 10 working days dependant on staff availability. In certain circumstances the full response time can be extended after an initial response.
5. Information can be viewed at Danbury Parish Council, Parish Office, The Old School House, Main Road, Danbury CM3 4NQ with the Clerk and the Chairman or other Member of Council present.
6. Requests can be made for photocopies. The Parish Council reserve the right to charge for this service.
7. In certain cases information can be withheld if it falls into the Exemptions Category.  
  
e.g. Information which would breach the General Data Protection Regulations which came into force May 2018  
Information which would fall within the Environmental Information Regulations 2004  
Information which would prejudice international relations, commercially sensitive information and confidential information
8. If the information requested relates to another Public Authority, the request can be forwarded to the appropriate Authority an acknowledgement letter should be sent.
9. Publication Scheme – Planning decisions made available through Web Page, Danbury Times provides names of Members and Annual Statement of Account. A full publication scheme is available on the Councils web page.

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Freedom of Information Act

Adopted Parish Council

26<sup>th</sup> January 2011

Updated and Adopted Parish Council 2<sup>nd</sup> May 2018 to reflect the new General Data Protection Regulations.