

Snettisham Parish Council

Freedom of Information Policy

Introduction

The Parish Council is committed to transparency and making information available to everyone.

You may request information from Council at any point. This can be done informally, simply by requesting what you require from the Clerk.

Information can be obtained by contacting the Council in the following ways:

- Telephone or Message the Clerk: Mobile 07916 177 196
- Write to us at: 73 Lynn Road, Snettisham, PE31 7QA
- Email: clerk@snettishamparishcouncil.gov.uk
- Website: www.snettishamparishcouncil.gov.uk

However, there may be times when you would like to exercise your right to ask for information more formally.

Legal Framework

The **Freedom of Information Act 2000** provides you with a right to access information relating to the activities of public bodies including the Parish Council.

A useful summary of your rights, the process and what to do if you feel the response is not adequate can be viewed on the website of the Information Commission's Office: [How to access information from a public authority | ICO](#)

How to access information

Before you submit a request, please check the information you are looking for is not already available elsewhere, e.g. on the Council website.

Requests for information made under the Act, must be submitted **in writing**, including your correct name and contact address. Email requests are perfectly acceptable, as long as it is possible to reply to your email address.

Council has an obligation to answer your request within **20 working days**. Requests will be acknowledged on receipt.

Snettisham Parish Council

There are some exemptions to the disclosure of information under the Act, which may mean we cannot supply you with everything you have requested. Council will not usually charge for this service, but if the request is likely to take considerable staff time, it may do so as allowed under the Act.

Additional policies

- The Clerk should inform Councillors on receipt of any Fol application;
- The Clerk should inform Councillors when the request has been dealt with, copying the relevant information to them.