RYHALL PARISH COUNCIL

Freedom of Information (FOI) Guidance

A practical guide for residents, businesses and anyone seeking information from Ryhall Parish Council.

Your right to access information

Under the Freedom of Information Act 2000, you have the right to request recorded information held by public authorities. Anyone can make an FOI request — you do not need to be a UK resident or citizen.

Some requests may be handled outside the FOI Act when:

- the information can be provided quickly as part of normal business (e.g., a leaflet), or
- you are asking for your own personal data, which must be handled as a **Subject Access Request** under data protection legislation.

If the information you need is not already available through our Publication Scheme you can submit an FOI

Response times

You will normally receive a response within 20 working days. If more time is needed, we will contact you to explain the delay.

Some information may be withheld under legal exemptions. If so, we will:

- explain why the information cannot be released, and
- tell you how to appeal the decision.

Contact

Ryhall Parish Council Clerk Email: clerk@ryhallparishcouncil.gov.uk

Publication Scheme

Ryhall Parish Council follows the Information Commissioner's Office (ICO) Model Publication Scheme. This scheme commits us to routinely publish information as part of our normal business activities.

Our commitments

We will:

- proactively publish information that falls within the ICO's defined classes
- specify what information we hold within those classes
- make information easy to identify and access
- regularly review and update published information (Document Review Schedule)
- publish any requested datasets and updated versions, unless inappropriate to do so
- make datasets available for re-use under the relevant legislation
- publish a schedule of any fees for accessing routinely available information
- ensure the publication scheme itself is publicly accessible

Classes of information

1. Who we are and what we do
2. What we spend and how we spend it
3. Our priorities and how we are doing

4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information not generally included

- information prohibited from disclosure by law or exempt under FOI
- draft documents
- information no longer readily available (e.g., archived material)

How information is made available

- Where possible, information will be published on our website.
- If not practical, we will explain how to obtain it by other means.
- Some information may only be available for in-person viewing — appointments will be arranged within a reasonable timeframe.
- Information will be provided in its original language unless translation is legally required.
- We will meet all obligations under disability and discrimination legislation when providing information.

Charges

Most information published online is free of charge. Charges may apply for:

- photocopying
- postage and packaging
- costs incurred for viewing information
- datasets made available for re-use (where legally permitted)

If a charge applies, we will confirm the cost before providing the information. Payment may be required in advance.

Requesting information not covered by the scheme

If the information you need is not published under the scheme, you can request it in writing. We will consider your request under the Freedom of Information Act.