



EDITH WESTON PARISH COUNCIL

Freedom of Information Policy

You have the right to ask to see recorded information held by [public authorities](#) - the [Freedom of Information Act](#) gives you this right.

Anyone can make a Freedom of Information (FOI) request, including commercial companies. You do not have to be a UK citizen or live in the UK to request information.

There are some circumstances where it may be more appropriate for us to deal with your request outside of the Act:

- if the information you request can be quickly and easily sent to you, we may process this as part of our 'normal course of business' - for example if you ask us for a leaflet
- if you ask for your personal data, this should be dealt with as a Subject Access Request (see Edith Weston Parish Council's Subject Access Request policy).
- If you can't find the information you'd like in our FOI Publication Scheme (see policy section of website), you can make a Freedom of Information Request.

How to submit a request

FOI requests must be made in writing via the Parish Clerk. Either:

email clerk@edithwestonparishcouncil.gov.uk

or write to Freedom of Information, Edith Weston Parish Council, 24 Coniston Road, Edith Weston LE15 8HP.

You should get the information within 20 working days of making your request - we'll contact you if it's going to take longer and explain why.

We may not be able to release certain information - if this the case we'll clearly set out why we're withholding the information in our response to you. We'll also tell you how to appeal our decision.