



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **Freedom of Information Policy**

The Freedom of Information Act 2000 gives individuals the right to access all types of information held by public bodies, including Patchway Town Council

The Act is designed to:

- Encourage greater openness and accountability in public authorities
- Help increase levels of public trust
- Encourage improvements in our dealings with the public.

As a general rule, an individual can request any information created within the Town Council or received from elsewhere and held by the council for any reason although there are some exemptions.

#### **Accessing information held by the council**

There are two ways of accessing information held by the Town Council. These are:

#### **Publications Scheme**

Part of the Act requires the Town Council to hold a Publications Scheme. This scheme is a guide to the information routinely published by the Town Council. It is not a list of actual publications, but rather it is a description of the classes of information published. The purpose of the scheme is to ensure that significant amounts of information are made available without the need for a specific request.

#### **Individual requests for information**

If the information required is not on the Publication Scheme or publicised on the web site, an individual may submit a Freedom of Information request. This request can be made in writing, by email or by completing the Town Council's Freedom of Information Request Form. (Appendix 1).

If an individual submits a Freedom of Information request, the Town Council is legally required to provide the information within 20 working days of receipt; however, we will attempt to provide it sooner if possible.

The request will be acknowledged in writing. Staff will then find the information and check if any exemptions apply. The Town Council will then contact the individual making the request to make suitable arrangements for them to view the information or receive a copy. If it is clearly going to take longer than 20 working days to collate the information that has been requested, the Town Council will tell the individual requesting the information why and how long it will take.

If the information cannot be released due to an exemption or the cost of retrieving that information exceeds the threshold set out in the act, or if the Town Council does not hold the information, the individual requesting the information will be informed accordingly.



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### **Exemptions**

Information can be exempt for several reasons, including:

- It is personal information that is covered by the Data Protection Act
- It is covered by the Environmental Information Regulations
- It is confidential
- It will be published in the future
- It is accessible by other means, such as the publication scheme
- It is prohibited by law
- It is about law enforcement
- It is about investigations and proceedings conducted by the council



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**APPENDIX 1**

**PATCHWAY TOWN COUNCIL  
 INFORMATION ACCESS FORM  
 (For Freedom of Information Act Requests)**

To: The Town Clerk  
 Patchway Town Council  
 Callicroft House  
 Rodway Road  
 Patchway  
 Bristol  
 South Glos BS34 5DQ

**Request to view or receive copy of Information**

**APPLICANT**

<b>Name</b>	
<b>Address</b>	..... ..... ..... Postcode .....
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Is this a Freedom of Information Act Request?</b>	Yes/No (Please delete as appropriate)
<b>REQUEST</b>	
<b>Description of Request (Please include dates, areas of the Council and any other useful information)</b>	..... ..... ..... .....
<b>In what Format?</b>	
<b>Method of Communication</b>	Post/Email/Fax (One only – Please delete as appropriate)

Do you want: Information to be sent to you  Inspect the Information in the Council