



FREEDOM OF INFORMATION POLICY

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme. Shere Parish Council has adopted the Information Commissioner's Model Publication Scheme, which sets out the information routinely available. The scheme can be viewed at: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Some information may be withheld if it is covered by an exemption under the Freedom of Information Act 2000 or if disclosure would breach the Data Protection Act 2018/UK GDPR. The council will explain the reasons for any such decision.
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the council's website, which can be found at **www.shereparishcouncil.gov.uk**

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

**The Clerk
Shere Parish Council
Tanyard Hall
30 Station Road
Gomshall
Guildford**

GU5 9LF

Or via email clerk@shereparishcouncil.gov.uk

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

2.5 Information will be provided in accessible formats on request, in line with the Equality Act 2010.

3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Website: <https://ico.org.uk/>

4. Charges

4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage

Citations

- Freedom of Information Act 2000
- Data Protection Act 2018 / UK GDPR

clerk@shereparishcouncil.gov.uk

www.shereparishcouncil.gov.uk

- Equality Act 2010

- ICO Model Publication Scheme: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

This policy will be reviewed every two years or sooner if required by legislation or guidance.

Adopted	Reviewed	Re-adopted
New Version 6 th May 2020 Updated version 10.2.2026	Reviewed 3 rd February 2022 Reviewed 10 th February 2026	21 st March 2024 10 th February 2026
	To be reviewed 2028	