



WESTGATE-ON SEA TOWN COUNCIL REQUEST FOR INFORMATION POLICY

ADOPTED 8th MAY 2017

The public has a general right of access to information in recorded form held by public authorities subject to exemptions and administrative/cost burdens. This includes an individual request or a request made by a body of persons such as a company, local authority, lobby group or club, charity, sports group etc. Recorded information could include paper records, emails, information stored on computer, audio or video cassettes, microfiche, maps, plans, photographs, handwritten notes, CCTV footage.

The Town Council has an approved Publication Scheme and information supplied under this Scheme is not subject to requests made under the Freedom of Information Act. The requester has two rights under the Act:

- i. s1(1)(a) the right to be informed whether or not the information requested is held by the Town Council (this is subject to information which has an absolute exemption or where the public interest in maintaining the exclusion of the duty to confirm or deny outweighs the public interest in disclosing that the Town Council holds the information.
- ii. s.1(1)(b) the right to have the information communicated to him

The general presumption is in favour of disclosure of information, unless an exemption listed in Part II of the Act is applicable, the cost of providing the information is over the prescribed limit or it is deemed vexatious.

A request for information must be in writing, state the name and address of the applicant and contain a full description of the information requested.

The applicant may express a preference for the form in which information is communicated and where reasonably practical this preference will be complied with. If not to be provided in the requested format, an explanation of the reasons for this will be provided to the applicant.

A request for information will be complied with, within 20 working days of receiving the request.

Requests for information may be refused when such a request imposes a significant financial and human resource burden and also:-

- does not have a serious purpose or value
- is designed to cause disruption and annoyance

- has the effect of harassing the Town Council
- can be characterised as obsessive or manifestly unreasonable
- the effect of redaction would render the information worthless
- if the cost of the request would exceed the appropriate limit as prescribed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI 2004/3244