

Kirkby Stephen Town Council

Freedom of Information Policy

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests for information should be made through the Clerk of the Council who will be responsible for operating the scheme on a day to day basis.

Some information may only be available to view in person at the Council's premises. In these circumstances an appointment to view the information will be arranged within a reasonable timescale. Where it is not reasonably possible for an individual to view information in person, every effort will be made to find an alternative means of communicating the information.

In order to ensure maximum release some information may be omitted. This will happen when a prohibition on release exists for material contained in the original information, examples of which are personal data or commercially sensitive information (*The omitted information may still be requested under the right of access*).

Information will generally be provided in English only. Where Kirkby Stephen Town Council is required under other statute to provide certain information in other languages, this information will be translated.

The Council also has obligations under the Disability Discrimination Act to provide information in other formats. These guidelines will be adhered to when proactively providing information.

If a request for information is refused a reason/explanation must be given. Appeals against refusal can be made using the Town Council's complaint procedure, details of which are available from the Community Centre. If the applicant is not satisfied with the reason/explanation they can appeal to the Information Commissioner. Details of the appeal procedures can be found at www.ico.gov.uk.

This policy was accepted by the Town Council at its meeting on 20
and will be reviewed on an annual basis.

Signed.....
Chairman