KIRKBY STEPHEN TOWN COUNCIL
Mr Christian Barnes, M.A. | Clerk to the Council | Kirkby Stephen Town Council | Local Links Vicarage Lane | Kirkby Stephen | Cumbria | CA17 4QX Tel/Fax: 017683 74854 | e clerk@kirkby-stephen.com | www.kirkby-stephen.com

FREEDOM OF INFORMATION POLICY

Information held by Kirkby Stephen Town Council 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 responding to requests 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.

The council may redact or omit information regarding safeguarding, UKGDPR, and will also consider FOI requests in relation to other relevant polies and legal constraints. A prohibition on release may exist in relation to material contained in the original information, examples of which are personal data or commercially sensitive information.

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

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 will be provided. Appeals against refusal can be made using the Town Council's complaint procedure, details of which are available from the website. If the applicant is not satisfied with the reason/explanation they can appeal to the Information Commissioner.

More information is available at www.ico.gov.uk.

Date adopted:
Date for review:

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