

Freedom of Information Scheme

Contents

Introduction1

Charges.....2

Complaints2

Introduction

Doveridge Parish Council aims to publish information on its website:

www.doveridge-village.org

Information may however be available in other formats as required.
This scheme lists who you need to contact to ask for information and gives their address and, where available, their email address.

- Information listed in the scheme may be obtained by:
- (i) writing to the Council at the address given in the scheme.
 - (ii) email request to the address set out in the scheme.

All requests should be sent to:
K. Darcy, Doveridge Parish Clerk, The Chapel, Chapel Green, Doveridge,
Ashbourne DE6 5JY or by e-mailing the clerk on clerk-doveridgepc@hotmail.com

The Parish Council will provide information requested as soon as reasonably possible.
Please note the Parish Clerk is a part time position. We would aim to respond to your request within 20 working days.

The Freedom of Information Act (FOIA) created a general right of access to information. It also sets out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services, or property or breach an individual's Data Protection rights. If the information requested is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision.

The Information Commissioner's Office is the Government department that oversees and enforces FOI. It can be contacted by way of the following link: www.ico.org.uk

Adopted by Doveridge Parish Council No 2022
To be reviewed Nov 2026 (or sooner in case of new legislation)

Charges

Information will be provided free of charge in the majority of cases, but we reserve the right to charge where appropriate as detailed below.

- Free of charge on the website.
- For those without Internet access, a printout would be available from the Parish Clerk who is responsible for the day-to-day operations. Multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying, and postage. We would let you know if a charge was involved at the time you made your request.

Complaints

We would normally expect the Parish Clerk to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the Parish Clerk. If the information you asked for is not available, the Parish Clerk will tell you why. If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available on our website). 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 to ask him to investigate the matter.

You can contact the Information Commissioner at:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Telephone 0303 123 1113

email: data@dataprotection.gov.uk