



# Aston on Trent Parish Council Freedom of Information and Data Protection Policy

## **Introduction:**

Under the Freedom of Information Act, Aston on Trent Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- If a charge is made for such information

The purpose of the Aston on Trent Parish Council Information Guide is to let everyone know what information will be automatically or routinely published by Aston on Trent Parish Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Aston on Trent Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating the information they require.

If there is any information required that does not appear in our Information Guide or you have any comments or suggestions on how it can be improved, please contact:

Mrs Sheena Butcher  
Clerk to Aston on Trent Parish Council  
67 Little Moorside  
Aston on Trent  
Derby  
DE72 2DZ  
Email: [clerk@astonontrentparishcouncil.org.uk](mailto:clerk@astonontrentparishcouncil.org.uk)

## **Obtaining Information**

Much of the information listed in our Information Guide is supplied free of charge and can be downloaded from our website at <http://www.aston-on-trent.co.uk/parishcouncil> and where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with the Aston on Trent Parish Council Clerk or copies can be collected / posted (at the appropriate charge).

## **Information not contained within the scheme and Exemptions**

Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called



exemptions. This is information that, if published, might prejudice the health, safety or security of Aston on Trent Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption, the Clerk to Aston on Trent Parish Council will tell the applicant in writing why Aston on Trent Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Aston on Trent Parish Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk/](http://www.ico.gov.uk/)

### **Data Protection**

A great deal of the information that Aston on Trent Parish Council holds is personal and private to Individuals. However, the Freedom of Information Act, will not make public Private and Confidential information. Under the Data Protection Act 1998, individuals have the right to see any information we hold about them. However, the right is subject to exemptions which will affect whether information is provided and requests will be dealt with by Aston on Trent Parish Council on a case by case basis.

Please send any data protection requests, providing as much detail as possible about the information required to:

Mrs Sheena Butcher  
Clerk to Aston on Trent Parish Council  
67 Little Moorside  
Aston on Trent  
Derby  
DE72 2DZ  
Email: [clerk@astonontrentparishcouncil.org.uk](mailto:clerk@astonontrentparishcouncil.org.uk)

### **Charges**

Aston on Trent Parish Council Fees and Charges are stated at the end of our Information Guide.

Unless otherwise stated, publications listed in our Information Guide are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Aston on Trent Parish Council can charge the requestor for the administration costs in meeting the request.

A charge will be made for photocopies as per the Schedule of Charges.



## **Management of the Aston on Trent Parish Council Parish Council's Information Guide**

Aston on Trent Parish Council is responsible for the adoption and maintenance of this Policy and our Information Guide.

## **Review of the Freedom of Information Policy and Information Guide**

An annual review of this Policy will be completed in April each year

## **Adoption**

This policy was adopted by Aston on Trent Parish Council on: 22 June 2017