

# Parton parish council

## **Freedom of information/Data protection act policy**

Parton parish council is committed to openness and transparency and wishes to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate consideration of national security, law enforcement, and commercial interests where relevant. The freedom of information act gives everyone a statutory right of access to information held by bodies such as parish council.

## **Information about parton parish council**

A insignificant amount of information is available on our website and on our Facebook page.

## **Personal data**

The processing of personal data is governed by legislation relating to personal data which applies in the united kingdom including the general data protection regulation which came into effect in May 2018

The council will comply with data protection laws and any personal data we hold about any individual must be:

- Used lawfully, fairly, and in a transparent way.
- Collected only for valid purposes that we can clearly explain to an individual and not use in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorized access, and disclosure.

## **Requesting your information**

Individuals or organizations may make a written request for information that they believe parton parish council may hold. To request information under the freedom of information act a letter or email should be sent to the clerk. This should include the full name and valid postal address of the person or organization making the request, as required under the act, and a clear description of the information required.

### **Vexation/repeat requests**

Should an applicant make VEXATIONS or REPEAT requests for identical or substantially similar information, the council will inform the applicant in writing that they will not fulfill their request. And advise them they can refer it to the information commissioner's office.

### **Responding to the request**

Once a request has been received the clerk should inform the council.

The clerk will inform the person or organization making the request in writing whether it holds the information requested and if any of the information is exempt the information that isn't exempt should be provide no later than 20 working days after receiving it and inform them a charge may occur for postage and photocopying. The freedom of information act does permit parish councils to refuse a request if its estimated cost exceeds the cost limit of £450.

If the individual or organization is dissatisfied with the parish council response they can contact The Information Commissioners Office at:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5A

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