

1. Introduction

Streatley Parish Council adopts the Model Publication Scheme which enables members of the public to view and access information held by the Parish Council.

Explanation is provided as to how and why information about any member of the public will be used by Streatley Parish Council. The council may update this policy at any time based upon new or revised legislation and may also notify policy changes to members of the public through other means.

2. Use of Personal Information

The council collects general and personal information only in order to perform services provided as part of statutory duties. Where services are not part of council statutory duties, the council may seek individual consent to collect and process personal information. Generally, personal information will not be collected, recorded or used without individual permission, for purposes not directly related to the services provided.

The council may use personal information to form a case record.

For uses, such as training or planning and improving services, personal information will be anonymised.

On occasion, it may be deemed necessary to share personal information for a purpose not related to the services, such as:

- health or safety for any persons is at risk
- prevention or investigation of crime by crime agencies
- compliance with a legal obligation

In such cases, individuals will be informed when convenient.

3. Types of Information Collected, Retained and Used

- details such as full name, date of birth, and contact details including phone number, address and e-mail address where appropriate;
- information about any correspondence and interaction with an individual
- information relevant to the services being provided, for instance burial records, allotment holders, room hire agreements.

4. Personal Information Security

The council is responsible by law for decisions relating to the security and use of personal information.

In order to ensure that personal information is used appropriately and that privacy is respected, personal information will be held and used in compliance with the requirements of current applicable legislation. This means that:

- the council will take steps to ensure that personal information is kept as safe as possible and that it is always accurate and up to date;
- only those staff who need to do so will be able to access personal information and personal records will be retained for durations in accordance with the Council's Data Retention policy.

5. Sharing of Personal Information

To help the council provide efficient and effective services, close association is maintained with other organisations. It may therefore be in the best interests of individuals for associated personal information to be made available to such organisations. In addition to this, it may be a legal requirement to share personal information with certain organisations.

Typically, depending on the circumstances, we share information with the following types of organisations:

- local and central government bodies,
- law enforcement agencies such as the Police, and Fire and Rescue Service
- regulatory authorities, such as the Local Government Ombudsman
- the council's internal and external auditors

When the council shares personal information, requirements are agreed to ensure that the other parties keep the personal information secure in line with legislation.

6. Rights of the Individual

In addition to having the right to be informed about how the council will use personal information, an individual has the right to the following:

- access to any associated personal information
- to have personal information corrected if there are inaccuracies or if the information is incomplete;

- to restrict the processing of personal information in certain circumstances in accordance with applicable law;
- in some instances, to object to specific personal information being used at all due to special grounds relating to a relevant particular situation. However, there may be compelling reasons why the council may need to continue using personal information even in these circumstances;
- to be told if personal information is lost and if as a result, individual privacy and rights may be at risk.
- An individual may view personal information, about themselves, held by the council upon request and for the data to be brought up-to-date, corrected or supplemented with additional information that could affect any council services provided. Please contact the Parish Clerk if access is sought.
- In addition to the above, if the council has no legal basis to process personal information other than the fact that consent was provided, then an individual has the following additional rights:
 - to withdraw consent to process associated personal information
 - in some instances, to ask for associated personal information to be sent to another organisation in a suitable format. For example, we may provide personal information records in a structured, commonly used, machine readable form if asked
 - to withhold permission for personal information to be shared

7. Obtaining Information and Information Held by the Council

There are three ways to obtain the information:

1. Parish Council website – www.streatley.org

The website holds the type of information which the Council routinely publishes, e.g. minutes and agendas. The information you want may already be included in the publication scheme, so please check the documents on the website first.

2. Inspect documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via email, clerk@streatley.org, by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are Monday to Friday, between 9.00am and 5.00pm

3. Individual written request

If the information is not included in the publication scheme or on the website, you may send a written email request to the Parish Clerk.

Your request must include your name, address for correspondence, and a description of the information you require.

8. Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

9. Fees

The Act only allows the Council to charge for answering Freedom of Information requests to cover:

- disbursement costs such as printing, photocopying and postage; and
- when estimated staff costs, involved in locating and or compiling the information, exceed £450 the Council can, at their own discretion:
 - o refuse the request on the grounds of cost, or
 - o charge the applicant £20 per hour, plus disbursements for the estimated work, or
 - o comply with the request free of charge.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement will be sought.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- a fee notice will be sent to the applicant requesting the appropriate fee in advance
- the request will not be answered until the fee has been received
- if the actual cost of completing the request is more than the initial estimate then the Council will absorb a reasonable additional cost.

Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 15p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

10. Exemptions

Some information may not be provided by the Council under the 23 exemptions in the Freedom of Information Act, e.g. personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

11. Questions and Complaints

Unofficial contact may be made via any Parish Councillor in the first instance. Official questions and complaints are to be sent to the Parish Council Clerk. Should official representation not provide satisfaction, matters may be raised directly with the Council Chairman and openly at Parish Council meetings each month.

Decision appeals may be directed to the Office of the Information Commissioner which is the UK supervisory authority for data protection issues.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel no. 0303 123 1113
Website: www.ico.gov.uk



Signed :

Colin Smith
Chairman, Streatley Parish Council

Date : 09 December 2024