

Freedom of Information Policy

1. Introduction

Bishop Auckland Town Council, like all other Public Authorities, is subject to the Freedom of Information Act 2000 (“the Act”). The Act aims to make information held by Public Authorities more accessible to the public and allows individuals and companies to request a wide variety of material.

This document is based on guidance issued by the Information Commissioner – refer to www.ico.org.uk for further information.

2. Your Rights Under The Act

On receipt of a request for information the Council must:-

- a. Inform you in writing whether it holds the information requested and, if so,
- b. Communicate that information to you.

The Council is not required to comply with these obligations where one or more exemptions apply.

3. Who May Request Information?

Any individual or company may make a request. Applicants do not need to be UK citizens or living in the UK to make a request.

The Council does not need to know why you are making the request or what you intend to do with the information. It will not impose conditions on the use for further disclosure of information provided, although information disclosed may be subject to copyright protection.

4. What Information May I Request?

You may request any information held by or on behalf of the Council and recorded in any form. This includes paper records (including hand written notes), information held on computers, other electronically held information (audio and video recordings), plans, maps and photographs.

You are entitled to the information contained in documents, not to the documents themselves. However, where appropriate and convenient the Council may choose to provide a copy of the document rather than extracting the information from it. There is no charge for extracting or providing copies of this information.

If you request “personal information” covered by the General Data Protection Regulation 2018 or “environmental information” covered by the Environmental Information Regulations 2004 then different rules apply.

5. How Do I Make a Request?

Requests must be made in writing and should include:-

- your name and address (physical or electronic) for correspondence;
- a clear statement of the information you are requesting
- a contact telephone number in case the Town Clerk needs to discuss your request;
- the form in which you wish to receive your information.

Requests may be submitted via letter or e-mail. If you require advice or assistance in making a request, please contact the Town Clerk on 01388 207110

6. **Where Do I Send My Request?**

Requests by letter should be sent to:-

The Town Clerk,
Bishop Auckland Town Council,
Kingsway Court
54 Kingsway
Bishop Auckalnd
Co Durham
DL14 7JF

council@bishopauckland-tc.gov.uk