



Upton Magna Parish Council

Freedom of Information Policy – September 2026

Document Revision History

Revision	Date	By	Remarks
00	13/10/22	A. Utting	
01	11/05/23	A. Utting	
02	09/05/24	J. Turner	
03	16/06/26	K. Smith-Wells	

The Freedom of Information (FOI) Act gives everyone the right to request any recorded information held by a parish council. There is no requirement to explain why the information is being requested. There are no restrictions on age, nationality or where the person making the request lives.

There are a number of exemptions under the FOI Act that can prevent the information becoming public. For example, commercially sensitive information and confidential information that falls under the Data Protection Act.

How to request information

If you wish to obtain the information from Upton Magna Parish Council, you should first check whether it is contained within the council's Publication Scheme.

Publication Scheme

Upton Magna Parish Council's Publication Scheme contains a list of all the information the parish council makes available to the public either in hard copy format or electronically through its website or email. It has been produced in response to the requirements of Section 19 of the FOI Act, but it also supports the parish council's commitment to make information of public interest freely available. Much of the

information is available through the parish council's website, but for other information or any queries about the Scheme, please contact the Clerk.

Requesting information not found within the Publication Scheme

If you cannot find the information you are interested in through the Publication Scheme, you can make a request for information under the FOI Act. Requests must be in writing, must contain a name and address for the parish council to contact you, and must describe the information you want in sufficient detail so that it can be found.

The council will reply to you within 20 working days. It may:

- give you the information you have asked for;
- request further details in order to identify and locate the information;
- tell you the parish council does not have the information;
- tell you that another authority holds the information or transfer the request on your behalf;
- say that the parish council has the information and offer to provide it if you pay the fee that applies to your request;
- refuse to give you the information, and explain why, or;
- under the FOI Act, say that the parish council needs more time to consider the public interest in disclosing or withholding the information, and tell you when to expect a response (within a time limit of 40 working days).

Complaints Procedure

If there are any complaints arising out of the parish council's response to the FOI Act or its Publication Scheme they should initially be made to the Clerk. If the Clerk is unable to resolve a particular issue, then the matter will be referred to full council in accordance with the parish council's adopted Complaints Procedure.

More information

For more information about FOI requests, or to progress a complaint that has been referred to the parish council but not resolved, contact the Information Commissioner's Office: ico.org.uk, Tel 0303 123 1113 Monday to Friday between 9am and 5pm (excluding bank holidays).