Freedom of Information Act Policy
POLICY

NEW BRADWELL PARISH COUNCIL will make available upon request any published information it holds, or the applicant will be told how to access the information where the information is already reasonably accessible.

PROCEDURES

All requests for information under the Freedom of Information Act 2000 ["the Act"] will be dealt with the Clerk. The Clerk will first determine if a request for information might be subject to an absolute or qualified exemption.
Provided the information is not subject to an exemption, the applicant will be told how to access the information, where the information is already reasonably accessible, or it will be provided to the applicant by the Clerk within 20 working days of the request being received. Charges for copying are as per the schedule.

If the Clerk believes that a request is subject to an exemption, the request will be referred for consideration to next meeting of NEW BRADWELL PARISH COUNCIL, who will decide whether the exemption should apply or, in the case of a qualified exemption, the information should
be disclosed. The applicant will be informed that a referral to NEW BRADWELL PARISH COUNCIL has been made.

DEFINITIONS

1. Absolute exemptions
• Information will not be disclosed by NEW BRADWELL PARISH COUNCIL and the following absolute
exemptions under "the Act" will be made by NEW BRADWELL PARISH COUNCIL if the information
requested: -
• Forms part of a court record.
• Has been provided in confidence.
• Such disclosure would be prohibited by law.
• It is incompatible with any European Community obligation.
• If the request is for personal information held by NEW BRADWELL PARISH COUNCIL about the applicant
or a third-party. In this case the request will be processed as a request made
under the Data Protection Act 1998.
• Relates to the personal lives of Councillors.
• Relates to the personal lives of employees of NEW BRADWELL PARISH COUNCIL including home
addresses, disciplinary matters and actual salary.
2. Qualified exemptions
• If the information requested is subject to one of the qualified exemptions

under the “the Act”,
• NEW BRADWELL PARISH COUNCIL will determine if it would best serve the public interest to disclose or
withhold the information. Qualified exemptions would include: -
• Health and Safety issues which might directly affect an individual’s safety, physical or mental health.
• Legal professional privilege.
• Information prejudicial to a trade secret or the commercial interest of any party.
• Any other qualified exemption within the “the Act”.

CONSULTATION WITH THIRD PARTIES

1. Where information has been supplied to NEW BRADWELL PARISH COUNCIL by Contractors or third parties [the parties] NEW BRADWELL PARISH COUNCIL will consult with the parties who will be asked for their views on disclosure where: -
a) There may be doubt about a likely breach of confidence, which may be subject to litigation by the parties.
b) Where a potential breach of confidentiality may occur between NEW BRADWELL PARISH COUNCIL and the parties if the information were to be released.
c) Where the information may be prejudicial to a trade secret or the commercial interest of the parties.

COMPLAINTS PROCEDURE

If an applicant is dissatisfied with manner in which a decision has been handled or made by the Clerk to a request for information under “the Act”, a complaint can be made to NEW BRADWELL PARISH COUNCIL who will respond within 28 working days of the complaint being received.

Organisation	New Bradwell Parish Council
Title	Freedom of Information Act
Creator	NALC/G.Newnham Clerk
Distribution	Public
Filename	Freedom of Information Act
Owner	New Bradwell Parish Council
Subject	FOI
Date Adopted	15.05.2023
Minute reference	17/23

New Bradwell Parish Council

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