



DOVER TOWN COUNCIL

FREEDOM OF INFORMATION POLICY

JULY 2013

(Adopted at the Town Council Meeting held 25 September 2013, Min No: 162B)

The Freedom of Information Act 2000 applies to all information held by public authorities, unless an exemption applies.

The purpose of the Act is summarised below:

- Provides a right of access to recorded information held by Public Authorities;
- Creates exemptions from the duty to disclose information;
- Establishes the arrangement for enforcement and appeal.

You do not need to give a reason for requesting information.

The Act does not give an automatic right to Council documents or other types of records; instead it gives a right (subject to some exemptions) to information contained within them. There will be times only some parts of a document can be made available.

This Freedom of Information Policy does not overturn the duty of confidence or statutory provisions that prevent disclosure of personal identifiable information. The release of such information continues to be covered by the Data Protection Act 1998.

Requesting Information

Requests for information should be made in writing, by letter or e-mail. Council staff will advise and assist if necessary. Your request must include:

- Your contact details for the reply;
- An exact description of the information you would like;
- The format in which you would like to receive the information.

Once received, an acknowledgement will be sent to you within 7 working days and reply to your Freedom of Information Act or an explanation as to why some or all of the information you would like cannot be disclosed, (in keeping with legislation), will be sent within 20 working days, the statutory timescale required, unless we inform you otherwise.

Requests for information by post should be directed to:

The Freedom of Information Officer
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW

By E-mail:

E-mail: council@dovertowncouncil.gov.uk - Attn: The Freedom of Information Officer