



## Freedom of Information Requests

Information that is not available via the Sholden Parish Council Publication Scheme can be requested and will be made available unless there are statutory grounds under which the information is withheld.

To request information not held under the Publication Scheme a written request must be sent to:

The Parish Clerk  
Sholden Parish Council  
Town Hall  
High Street  
Deal  
Kent  
CT14 6TR

Or by email to: [sholdenparishcouncil@live.co.uk](mailto:sholdenparishcouncil@live.co.uk)

All requests must include a real name and address for correspondence and be legible. Please provide as much information as possible in order for the council to identify the information requested.

You are not required to give a reason for your request however the council must give an explanation if you are not given what you want.

Personal information ie. about yourself must be made under the Data Protection Act 1998. Information relating to a third party is dealt with under the Freedom of Information Act and is subject to regulations

If you are unable to make a request in writing as described above eg. you have a disability or are unable to read or write, the council has a legal obligation to provide you with reasonable assistance. Please contact the council for advice on how to proceed or contact the Citizens Advice Bureau

The information you request may be 'off limits' as exceptions do exist. If this is the case with your request the council will provide an explanation.

If the council does not hold the information you have requested this may be for a number of reasons ie. the information is held elsewhere. The council will give advice and assistance

The council can charge a fee in respect of retrieval of information. Please discuss likely charges with the parish clerk.

You are entitled to say how you wish to receive the information to be communicated to you ie. In written format by letter. The information may be available to inspect and in this case a mutually convenient location, date and time will be arranged.

The council will respond to your request promptly and endeavor to provide information no longer than 20 working days from receipt. If this is to be any longer the council will write to you.

Your request for information may be refused. There are a number of reasons why. The clerk will advise. You can appeal against this decision or where you feel that your request has not been handled properly via the council's Complaints Procedure. Your request for an internal review via this procedure must be submitted within 4 weeks of the decision date.

If you are unhappy with the decision of the appeal you can apply to the Information Commissioner for an independent review.

**Sholden Parish Council will endeavor to fulfill any request in a timely manner and provide advice and assistance to all applicants.**