



QUALITY  
PARISH  
COUNCIL

**GAMLINGAY PARISH COUNCIL**

**The Eco Hub**

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### **Freedom of Information Policy**

Since 1 January 2005 all requests for information received by a public authority have had to be answered in accordance with the Freedom of Information (FOI) Act 2000 or the Environmental Information Regulations 2004 (EIR's). The only exception is if an individual makes a request for their own personal data which must be handled under the terms of the Data Protection Act 1998.

Gamlingay Parish council has adopted a model publication scheme which represents its commitment to release information proactively. Please refer to our website <http://www.gamlingay-pc.gov.uk> to see the classes of information which are routinely available. Please note that some information is exempt.

If you wish to make a freedom of information request then please do so in writing to the clerks. Please ensure you include your name and address and a clear description of the information required. Your request will be considered and we will respond to it within 20 working days, giving details of charges (if any). Requests for environmental information need not be in writing and the response period can be extended to 40 working days.

For further information please contact the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website - [ico.gov.uk](http://ico.gov.uk) or telephone 08456 306060.

Adopted Oct 09

Reviewed Nov 2012