LIMPSFIELD PARISH COUNCIL FREEDOM OF INFORMATION AND SUBJECT ACCESS REQUEST POLICY

1. Introduction

Limpsfield Parish Council is committed to transparency and accountability. This policy outlines the process for handling requests under the Freedom of Information Act 2000 (FOI) and Subject Access Requests (SAR) under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Freedom of Information Requests

Under the FOI Act, members of the public have the right to access recorded information held by the council, unless exempt under the legislation.

Making a Request:

- Requests must be made in writing (email or letter) and should include the applicant's name, address, and a clear description of the information required.
- Requests should be sent to the Clerk of the Council.
- The council may seek clarification if the request is unclear.

Response Time:

- The council will respond within 20 working days.
- If additional time is needed to consider exemptions or public interest tests, the applicant will be informed.

Fees:

- Some information is available free of charge under the council's publication scheme.
- A fee may be charged for photocopying, printing, or significant staff time. Applicants will be notified in advance if charges apply.

Exemptions:

- Some information may be exempt, such as personal data, commercially sensitive information, or matters affecting national security. If an exemption applies, the council will provide an explanation.

Appeals:

- If a request is refused, the applicant may ask for an internal review. If dissatisfaction remains, complaints can be made to the Information Commissioner's Office (ICO).

3. Subject Access Requests

Under UK GDPR, individuals have the right to access personal data held about them by the council.

Making a Request:

- Requests must be submitted in writing to the Clerk and should provide sufficient details to identify the data subject and the information sought.

- Proof of identity may be required to ensure data security.

Response Time:

- The council will respond within one month of receiving the request and verifying identity.
- This period may be extended by up to two months for complex requests, with the applicant informed of any delay.

Fees:

- Requests are usually free, but a reasonable fee may be charged for excessive or repeated requests.

Exemptions and Restrictions:

- Some personal data may be withheld if disclosure would infringe on another person's rights, relate to ongoing investigations, or be subject to legal privilege.

Corrections and Complaints:

- If inaccurate data is found, individuals have the right to request corrections.
- Complaints about SAR handling can be referred to the ICO if not resolved by the council.

4. Contact Information

All FOI and SAR requests should be addressed to:

The Clerk, Limpsfield Parish Council
Limpsfield Parish Council
Parish Office
The Pound
Wolfs Row
Limpsfield
Surrey RH8 0EB
clerk@limpsfieldparishcouncil.gov.uk

Limpsfield Parish Council is committed to handling all information requests lawfully, fairly, and transparently in line with legal requirements.

Reviewed 11 May 2026

Signed Antony Taylor (signed at meeting) 9.5.6

Adopted 11 May 2026