



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Freedom of Information Policy

1. Purpose and Scope

Moulton Parish Council is committed to supporting, and abiding by, the principles of openness, transparency and accountability set down in the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

This policy and associated procedure establish a framework which supports and defines this commitment.

This policy covers all information held by the Moulton Parish Council, and is applicable to all Councillors, Employees and contractors who process information on behalf of the parish council.

The parish council provides firm policy and guidance on retention periods for our records, including personal records, and employees must consult the Records Retention Schedule when deciding on how long to keep information particularly personally identifiable data.

Breach of this policy may be addressed via the disciplinary procedure and/or code of conduct.

2. Legal Responsibility & Policy Support

[Freedom of Information Act 2000](#)
[Environmental Information Regulations 2004](#)
[Data Protection Act 2018](#)
[General Data Protection Regulation \(GDPR\)](#)

- Data Protection Policy
- Records Retention Schedule

3. Definitions

Information held by the parish council: For the purposes of the Act, information is held by the council if:

- (i) it is held by the authority, otherwise than on behalf of another person, or
- (ii) it is held by another person on behalf of the authority.

Publication Scheme: Under the terms of the Freedom of Information Act 2000, the council is legally required to adopt a Publication Scheme. This scheme sets out the types of information that the council is committed to making routinely available to the public. The council is required to provide easy access to such information.

Retention Period: These are the periods of time, varying from a few months to permanency, during which a record must be maintained by the council. This is usually

determined by statute, legal, regulatory or business compliance, or where these do not apply, by a best assessment of risks involved in destruction against the costs of retention.

Retention Schedule: A retention schedule is a list of records for which pre-determined destruction dates have been established. In the case of the council, this is used as the basis for how long the council should be keeping all data including personal information.

4. Key Principles

Records at Moulton Parish Council will be retained in line with the policy recommendations laid down in the Records Retention Schedule.

A significant amount of information about the Moulton Parish Council is routinely made available to the public as a matter of course through the web site. Other information not included in the Publication Scheme is readily available on request and such a request must be dealt with in a timely manner; and, in cases where information is covered by an exemption, consideration should still be made as to whether or not the information should be released.

Freedom of Information requests should be made by the Executive Officer, who will collate, co-ordinate and review all information before it is sent to ensure a consistent approach and ensure correct interpretation of the legislation.

5. Key Responsibilities

In the first instance, all requests for information should be forwarded to the Executive Officer.

All employees must have some familiarity with the requirements of the General Data Protection Regulation (GDPR) the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations. All employees should be familiar with the council policies for complying with these pieces of legislation.

Northamptonshire County Association of Local Councils (NCALC) currently acts as the Data Protection Officer (DPO) on behalf of Moulton Parish Council.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025