



Freedom of Information & The Council

The Freedom of Information Act 2000 encourages Council's to outline what they do with public money and discourage unnecessary secrecy. Two main responsibilities:

- i) To Produce a Publication Scheme
www.llangyfelachcommunitycouncil.org.uk/policies
- ii) To Provide a general right of access to all types of recorded information which it holds (subject to certain exempt categories of information).

Freedom of Information (FOI) Requests

- i) FOI Requests must be in writing & include name, & e-mail or postal address.
- ii) Make request as specific as possible. It must not be a complaint.
- iii) If unsure, ask the Council for assistance.
- iv) The Council shall respond within 20 working days to respond.

Submit a Freedom of Information Request by:

e-mailing: llangyfelachcc@outlook.com

Website: <https://www.llangyfelachcommunitycouncil.org.uk/contact/>

Writing: Clerk, 50 Heol Pen y Scallen, Loughor, Swansea, SA4 6SE

Refusing an FOI request

There are several circumstances when the Council can refuse a request for information. If it is requested, the Council will explain the reason for refusal or partial refusal. The most common reasons for refusing a request are:

- i) The Council doesn't have the information you requested.
- ii) Your request will cost more than the £450 limit.
- iii) The information contains personal data or is commercially sensitive.

Vexatious or Unreasonable Requests

The Council can refuse your request if it believes you are making the request in a threatening way. The Council can also refuse if it believes you're making the request to purposefully create unnecessary work or disruption.

Complaints Procedure

If you are unhappy with the Council's response, set out the reasons in writing and ask the Council to re-consider.

If the Council continues to refuse, you may contact the Information Commissioner's Office (ICO) <https://ico.org.uk/make-a-complaint/>

The Information Commissioner has powers to issue decision notices, information notices and enforcement notices to obtain compliance by the Council.

Useful Links

<https://ico.org.uk/for-the-public/official-information/how-organisations-should-respond-to-your-request/#cost>

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>