Trowbridge Town Council

Working for your Community

Freedom of Information Policy

UPDATE TIMELINE

Reference Number	Version	Owner	Approval Date	Review Date
24	V1	Lance Allan	11/01/2022	Jan 2026
24	V2	Varsha Rickitt	19/01/2026	Jan 2030

Freedom of Information Policy

Trowbridge Town Council's ("the Council") policy in regard to Freedom of Information is:

"The Council supports the Freedom of Information Acts objectives of openness, accountability and transparency in the public sector."

The Council will:

- Publish and maintain a Publication Scheme that at least meets the requirements of the Freedom of Information Act, as recommended by the National Association of Local Councils
- Offer advice and assistance to applicants seeking information
- Respond promptly to all requests, acknowledging receipt of the request and informing the applicant of the anticipated time to release the information
- Where exemptions are applicable, inform the applicant of these and indicate as soon as possible any impact this has on the timetable for responding to the request
- Inform applicants whose requests are deemed vexatious or repeated that their request will be exempted
- Assist, where possible, an applicant who is unable to detail their request in writing
- Inform an applicant of any charges likely to be levied
- Inform an applicant of alternative information that can be provided free, where the specific request would incur a charge
- Apply the principles of good records management as laid out in the Council's Retention and Archive Framework document, to the information release process
- Consider the impact of other related legislation such as the Data Protection Act 2018 and GDPR.

In addition to this policy the Council will issue detailed procedures to ensure staff will meet their obligations as set out in the Freedom of Information Act.