



## Bollington Town Council

### Freedom of Information Act Policy Statement

The Freedom of Information Act 2000 (FOIA) gives a general right of access to all types of recorded information held by public authorities.

#### Access to Information

We aim to make as much information as possible available through our Publication Scheme. Exceptions to this will be information that is subject to the exemptions set out in the Act.

Information will be made accessible through our website and a list of what is available will be updated regularly. If you require information, but do not have access to the Internet, other arrangements can be made to enable you to view information, including receiving a hard copy or making an appointment to view at the council offices.

#### Requests for information

FOI requests can be made online, providing your name and address with a description of the requested information. We will aim to respond to all requests within 20 working days from receipt of the request.

#### Exemptions

We will not unnecessarily withhold information and are committed to making information about our services and activities accessible. However, under the Act, the council is entitled to withhold certain types of information where an applicable exemption applies.

A full list of the FOIA exemptions can be found on the [Information Commissioner's Office website](#).

#### Complaints

We will always try to help you with queries and requests for information.

If you disagree with any exemptions used in our response, or are not satisfied with how we have handled your request, you can ask for an internal review of the council's response by contacting the Town Clerk.

**Contact details:**

Mr David Naylor

Town Clerk

Bollington Town Council

Town Hall

Wellington Road

Bollington

Cheshire

SK10 5JR

Website [www.bollington-tc.gov.uk](http://www.bollington-tc.gov.uk) email [clerk@bollington-tc.gov.uk](mailto:clerk@bollington-tc.gov.uk)

If you are still not satisfied with the outcome having gone through the council's internal Review procedure, you can ask the [Information Commissioner](#) to review the decision.