

Llandwrog Community Council

Guidance for Dealing with request under Freedom of Information Act

Information about the Freedom of Information Act

This Act gives the right to access information held by public authorities in two ways:

- Via information published by the Council on its website or
- By making a request for information (see details below).

Making a request for information.

If the information is not on the Council website, requests can be made by writing to the Administration and Finance Manager only, providing a name and address and details of the information required.

- **Email:** gwybodaeth@llandwrog.org
- **Address:** **Bryn Meurig, Carmel, Caernarfon, Gwynedd LL54 7DS**

What happens next?

The Council, via the Manager will acknowledge the request as soon as possible. If the request is unclear in any way, the Manager will contact to discuss the requirements.

How long does it take?

The Council have up to 20 working days following the date of receipt of the request. If the Council need to ask you for clarification of the request, the 20 working day period does not start until that is received.

If the Council need to extend the timescale (in order to consider certain exemptions), the Council will inform the person making the request of this and indicate by when a response should be received.

Is there any reason why information would not be provided?

The Council are not obliged to comply with repeated or vexatious requests nor with requests that exceed the costs limit (see below).

Furthermore, requests will be refused if any of the exemptions contained in the Act apply. If the request is refused, the Council will identify which exemption are used and why.

Format of information

If you express a preference for receiving a copy of the information requested (e.g. hard copy, audio format, Braille), the Council will seek to accommodate your request as long as reasonably practicable.

Fee payment

The majority of requests will be handled without charge.

However, if it likely to take more than 2.5 days to find, sort and edit material (£450, calculated at £25 an hour) then the Council need not comply with the request.

In such circumstances, the Council will contact to discuss the request and ask for it to be modified e.g. by asking for less information. This is aimed at bringing the request beneath the fees threshold. If unable to do this the Council may not be able to answer the request.

For requests where costs are less than £450, the Council will not charge a fee and will not charge for disbursements such as postage/printing costs etc. which are under £10.

If unsatisfied with the outcome of the request

If the person making the request is unhappy with the response, they should contact the Council, who will conduct an internal review by reconsidering the request and will either uphold, reject or partly uphold the original decision.

If still dissatisfied with the results of the internal review there may be an appeal to the Information Commissioner. One of the Commissioner's officers will then be assigned to deal with your case.

Exemptions

Any type of information held by the Council can be seen , although there are a number of exemptions for information considered confidential or sensitive in nature.