



South Normanton

Parish Council

01773 861444 

clerk@southnormantonparishcouncil.gov.uk 

southnormantonparishcouncil.gov.uk 

The Post Mill Centre, Market Street, South Normanton,
Derbyshire DE55 2EJ 

Office Hours: Tuesday, Wednesday & Thursday - 10am to 1pm 

Freedom of Information Policy 2026

Introduction:

Under the Freedom of Information Act 2000 (FOIA), South Normanton Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
 - How and where such information is published (e.g. website, paper copy, etc.)
- and
- Whether or not a charge is made for such information

Purpose:

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a suitable amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 2018 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to South Normanton Parish Council, The Post Mill Centre, Market Street, South Normanton, DE55 2EJ.

Email - clerk@southnormantonparishcouncil.gov.uk

Obtaining Information:

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at

www.southnormantonparishcouncil.gov.uk.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

Information not contained within the Publication Scheme and Exemptions:

The FOIA created a general right of access to information; it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions.



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If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted at www.ico.gov.uk

Data Protection

A great deal of the information that the Council holds is personal and private to individuals. Under the Data Protection Act 2018, individuals have the right to see the information the Council holds about them.

Please send any data protection requests, providing as much detail as possible about the information required to:

Clerk to South Normanton Parish Council, The Post Mill Centre, Market Street, South Normanton, DE55 2EJ.

Email - clerk@southnormantonparishcouncil.gov.uk

Charges

The Council's Fees and Charges are stated at the end of the Publications Scheme Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme will be amended periodically as necessary. The Scheme will be fully reviewed annually.

Data Protection officer – Clerk to the Council (Brian Smyth)

ICO Registration number 2B7678549

Review Date11/02/2026.....

Signed by Chair

Signed by Parish Clerk.....

Date.....

Date of next reviewFebruary 2027.....