



Freedom of information

The Freedom of Information Act gives an individual the right to request information held by all UK public bodies, including Tidworth Town Council (hereafter known as the Council). The Act is designed to:

- Encourage greater openness and accountability in the services provided.
- Help improve level of trust in public authorities.
- Encourage improvements in interaction with the public.

Publication Scheme

The Act requires authorities to maintain a Publication Scheme. This is a guide to the information that the Council publish as a matter of routine. The Publication Scheme sets out the classes of information that are published, how they will be published and accessed, what fees there might be, and the procedure for making requests etc. The scheme is intended to ensure that a wide range of information is easily available without the need to make specific requests for information.

For information not held via the Publication Scheme, or available through other means (e.g. the Council's website) any person may make a request in writing to the Council asking for information. Subject to legal reasons, the Council is obliged to state whether it holds the information requested and if so, is required to provide a copy of this information. However, this is subject to any exemptions that apply within the FOI Act (e.g. if a requester asks for information held about themselves, this will be excluded under s40 of the Act as the requester should submit a Subject Access Request under the Data Protection Act. Other exemptions may apply depending on the information requested).

Open data

The Council publishes information relating to financial accounts on the website www.tidworthtowncouncil.gov.uk under *TownCouncil>Minutes,AgendasandFinance*

Data Protection Act

The Data Protection Act 2018 gives an individual the right to access their own personal data.

How to make a request for information

A request for information needs to be made in writing, by email, fax or post, to the Town Clerk, Tidworth Town Council, Community Centre, Wylde Road, Tidworth SP9 7QQ, townclerk@tidworthtowncouncil.gov.uk 01980 847390, with a clear description of the information required, including the name and contact details of the person making the request.

Charges

Charges for work can be viewed via the Charges and Fees schedule. Photocopying and postal charges may also apply.



Signed: _____ **Date:** _____

(Print Name) _____ **Chair, Tidworth Town Council**