

Freedom of Information

The Freedom of Information Act 2000 provides public access to information held by public authorities:

- public authorities are obliged to publish certain information about their activities (Model Publication Scheme)
- members of the public are entitled to request information from public authorities

The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

Anyone can make a freedom of information request – they do not have to be UK citizens, or resident in the UK. Before making a request for information, please check [Rottingdean Parish Council's Publication Scheme](#) to make sure the information you require is not already available. If it is not available, you may submit a request for information. To be valid under the Act, the request must:

- be in writing – such as in a letter or email
- include your real name
- include an address for correspondence (postal address or email)
- include a specific and detailed description of the information requested

To help RPC to handle requests effectively, RPC suggests that you submit your request to the Parish Clerk: Chris Hayes

- Postal address: Parish Council Clerk, Rottingdean Parish Council
- The Gables, 6 Dean Court Road, Rottingdean, BN2 7DH
- Email address: chris.hayes@rottingdean-pc.gov.uk; or enquiries@rottingdean-pc.gov.uk

In response, the RPC will:

- inform you whether it holds any information falling within the scope of your request
- if it does, it will be provided to you - normally within 20 working days (please do not contact RPC during this period unless you have further information to add to your request)
- usually provide the information requested free of charge or at actual cost to the Council (as stated in RPC's Publication Scheme). If any other charges apply, you will be notified of the amount payable in writing prior to us providing the information

All Freedom of Information requests will be reported to the next Council meeting.

Please note that the Act does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a public authority holds about them, they should make a data protection subject access request.

For more information on the FOI Act 2000, please visit the [FOI pages on the website of the Information Commissioner's Office](#)