

1. Freedom of Information Overview and Procedure

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2. FOI Requests

- Freedom of Information Act 2000
- Environmental Information Regulations 2004

- General Data Protection Regulation 2016
- Data Protection Act 2018

3. Statistics

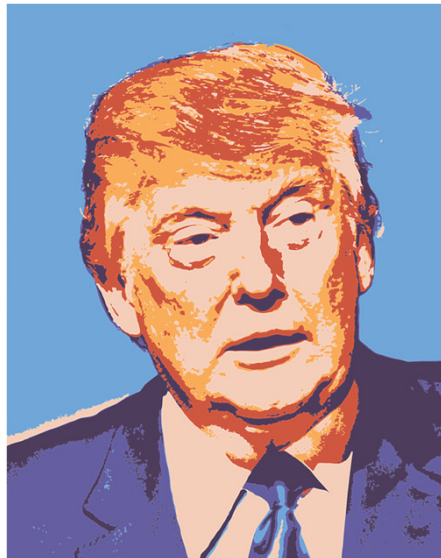
- Number of FOI requests
- Publication scheme

4. What is the Freedom of Information Act?

- Act of Parliament providing a right of access to information
- Public Authorities
- Procedure as to how requests are to be dealt with
- Regulator – Information Commissioner's Office [ICO]

5. Some general points about requests

- Everyone has a right to request information under the Act
- Blind requests
- To the world at large



6. Right of Access (unless a good reason to withhold information, permitted under the Act)

- Only relates to recorded information
- In writing (Equalities Act 2000)
- What information does the request actually ask for (should not 2nd guess the requestor – but advise and assist if unclear)
- Held by the Council
- Exemptions may apply
- Cost limit

7. General procedures

- 20 working days to respond with information/refusal notice
- Internal review
- Complaint to ICO

8. Receiving FOI requests

- Request to an officer, a FOI department contact or to eastlaw
 - Eastlaw logs FOI requests.
 - FOI contact for each department (eastlaw assistance – valid request? Cost limit? Applying exemptions)
 - Acknowledgement letter with date by which response. Letter with information or refusal letter with reasons
- As a councillor, what should I do if FOI sent to me?
 - FOI department contact
 - eastlaw
 - foi@west-norfolk.gov.uk

9. Additional considerations

- Criminal offence to destroy/deface/erase information relating to an FOI request
- Releasing information. Personal information, meta data and excel spread sheets.

10. The End

Thank you.