

POLICY AND PROCEDURE FOR HANDLING REQUESTS FOR INFORMATION

1. It is the policy of the Council to assist in the provision of information when ever possible.
2. All requests for information need to be made in writing.
3. If the information required involves the supply of a photographic copy or printing then a fee will be charged.
4. Where the request involves a visit to the Council's Office – which in the case of Enstone Parish Council could be the Clerk's home – a date and time will need to be agreed by both parties prior to the visit.
5. Should a dispute arise about the availability of information the Council does have a Complaints Procedure which can be used to resolve any dispute or complaint.