



**Needham Market Town Council**

# Freedom of Information Policy

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## **Town Council Policy Document**

### **Purpose**

This policy is managed in accordance with the Information Commissioner's Office's "Freedom of Information Code of Practice" and outlines the rights and responsibilities of the Council regarding freedom of information.

### **Your Rights**

When submitting a request to the Council, you have the right to:

- Be informed if the Council holds information that matches your request.
- Receive any relevant information in both electronic and paper formats.
- Obtain advice and assistance from the Council.
- Have your request processed within 20 working days of submission.

### **Request Descriptions and General Information**

Requests must seek recorded information. Requests for clarification on policies, comments, or press inquiries related to general Council matters are not covered by the FOI Act.

The Council typically processes FOI requests free of charge unless they involve a substantial amount of information. In cases where a fee is required, a schedule of charges will be provided, detailing how the fee was calculated.

If you prefer to receive information via a specific communication method (e.g., email), the Council will accommodate this as much as possible.

The Council may request clarification from applicants if necessary, such as when a full name is not provided.

The Council has the right to refrain from responding to 'vexatious' requests, based on guidance from the Information Commissioner's Office.

### **How to Make Requests**

Requests can be emailed to [clerk@needhammarkettc.co.uk](mailto:clerk@needhammarkettc.co.uk) or sent in writing to:

**Town Council Office**  
**School St**  
**Needham Market**  
**Ipswich**  
**IP6 8BB**



### **Disputing Information Received**

If you dispute the information provided in response to your request, you may request an internal review.

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### **Approval**

**Approved by:** Governance and Finance Committee

**Date of Approval:** 3<sup>rd</sup> December 2024

**To be reviewed:** December 2025

**Policy Number:** NMTC/008