



Heanor & Loscoe Town Council Freedom of Information Policy

Introduction

Under the Freedom of Information Act 2000 (FOIA), Heanor & Loscoe Town Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it routinely publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Publication Scheme published by the Information Commissioner's Office <https://ico.org.uk> - the ICO, which is the body that oversees Freedom of Information and enforces FOIA.

The purpose of the Council's Publication Scheme is to ensure that a significant amount of information is available to the public without the need for a specific request to be made. Other information is available from the Council by individual request, under the FOIA and the Data Protection Act 2018 (DPA).

If any information is required which does not appear in the Council's Publication Scheme, or if you have any comments or suggestions on how it can be improved, please contact the Town Clerk at Heanor Town Hall, DE75 7AA, town.clerk@heanorloscoetowncouncil.gov.uk

Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at <https://www.heanorloscoetowncouncil.gov.uk>

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Town Clerk, or a copy can be requested.

Information not contained within the Publication Scheme and Exemptions

The FOIA creates a general right of access to information; it also sets out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breach an individual's Data Protection rights.

If information is requested but is covered by an exemption, the Town Clerk will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If dissatisfied, the applicant can ask the Council to review that decision. If, then, the information is still not disclosed, the applicant can appeal to the ICO.

Personal Data

An individual has the right to request a copy of the personal data which the Council holds about them. This may be done formally via a Subject Access Request (SAR) to the Town Clerk - see <https://ico.org.uk/for-the-public/getting-copies-of-your-information-subject-access-request>

Charges

The Council's Fees and Charges are stated at the end of its Publication Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs will exceed £20 to enable a Freedom of Information request to be met, then the Council is able to charge the requester for those administration costs.

A charge may be made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and subsequent periodic reviews of this Policy and of its Publication Scheme.

(This Freedom of Information Policy was approved by the Council on 09/04/2026.)

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