

# Botus Fleming Parish Council

[www.botusfleming.org.uk](http://www.botusfleming.org.uk)

## Making a freedom of information request

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As a general rule you can request any information created by the council, received from elsewhere or held by the council for any reason, e.g. agendas, minutes, reports, policies.

If the information cannot be released due to an exemption, we do not hold the information, or the cost of retrieving the information exceeds the threshold set out in the Freedom of Information Act, we will tell you.

Examples of exemptions are:

- it is confidential
- it is prohibited by law
- it is accessible by other means, such as the publication scheme
- it is about investigations and proceedings conducted by the council
- it is covered by the Environmental Information Regulations
- it is personal information that is covered by the Data Protection Act

To enable us to supply you with the precise details you need, please give us as much information as possible. Please send your request by email, letter or by completing the Information Access Form. We will reply within 20 working days.

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Adopted:

Review: 2021