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## **Freedom of Information and Environmental Information Policy**

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<b>Date</b>	April 2022
<b>Version</b>	4.0



<b>Version History</b>			
<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Editor</b>
4.0	22/04/2022	General review	LD
3.0	28/11/16	General review	ER
2.0	05/11/14	Full refresh in line with revised information governance framework	ER
1.0	01/04/14	Original policy	n/a

Approval	
<b>Approved by</b>	SIGG
<b>Date</b>	22/04/2022
<b>Reference</b>	

Quality Control	
<b>Passed by</b>	Krystal White, Xentrall ICT PEPO
<b>Date</b>	22/04/2022
<b>Reference</b>	



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## 1. Objective

The objective of this policy is to ensure that the Council complies with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

## 2. Definitions

Term	Definition
Request for information	A request made pursuant to Section 1(1) of the Freedom of Information Act 2000 and/or Regulation 5 of the Environmental Information Regulations 2004

## 3. Policy statements

The Council will ensure that:

- (a) a publication scheme is adopted and maintained
- (b) effective processes, procedures and practice guidance are developed and implemented for the processing of requests for information
- (c) all staff are aware of, and understand, their responsibilities in relation to the processing of requests for information
- (d) contractors, partners and other external parties are informed of the Council's responsibilities, as required, in respect of processing requests for information

## 4. Policy review

This policy will be reviewed by the Complaints and Information Governance Team at least annually, or when significant changes occur that may affect the requirements for processing requests for information.