



## **Fremington Parish Council Re-Use of Public Sector Information**

Date of Review	Change Description	Minute No.
30 <sup>th</sup> May 2019	Review	1905/74
25 <sup>th</sup> June 2020	Review	2006/29
29 <sup>th</sup> July 2021	Review	2107/17

## **1. Purpose**

The Re-Use of Public Sector Information Regulations 2015 require parish and community councils (along with other public bodies) to make information they produce as part of their “public task” available for re-use.

The Parish Council is committed to carrying out its functions in a transparent manner and will make, where possible, its documents produced as part of its “public task” available for re-use. The Parish Council will not make available for re-use any documents which fall outside the “public task” of the public sector body, where a third party owns relevant intellectual property rights in the document or where particular information is restricted or excluded (e.g. because it is personal data) (full details of excluded documents are set out in Regulation 5 of the Re-Use of Public Sector Information Regulations 2015).

## **2. Requesting a Document for Re-Use**

All requests for re-use must be put in writing to the Parish Council and state the name of the applicant and address for correspondence, specifying the document(s) requested and state the purpose for which the document is to be re-used.

The Parish Council will respond to any requests for re-use promptly and within twelve working days from the day after receipt of the request. If the request is extensive in quantity or raises complex issues the Parish Council will extend this time to deal with the request.

All information will be provided in the format and language in which it is held at the date of request for re-use and, where possible and appropriate, in open format and machine-readable format. The Parish Council is not required to create or adapt documents for re-use or to provide an extract.

Fremington Parish Council may impose conditions on the re-use of information and this may be done through a licence but it will not unnecessarily restrict the way in which a document can be re-used.

A charge may be imposed for re-use and will be limited to the costs incurred in respect of reproduction, provision and dissemination of documents.

## **3. Complaints**

Any complaints of non-compliance with the Regulations should be made through the Parish Council’s adopted Complaints Procedure a copy can be obtained from the Parish Council Office or on the Parish Council’s website.

**This policy will be reviewed as a result of changes to the legislation.**

**Adopted September 2015**