



Freedom of Information & Data Protection Policy

June 2025

Purpose of the document:	This policy is intended to provide guidance to Councillors, FTC employees and the residents regarding the Council's responsibilities under the legislation
Reviewed by	Finance & Scrutiny Committee
Adopted:	10 June 2025
Frequency of Review:	Annually
Review date:	May 2026
Freedom of Information:	This policy will be published on the FTC website and a copy will be made available to view in the council offices

1. Introduction

2. Freedom of Information (FOI)

2.1 Legal Framework

The FOIA provides public access to information held by public authorities. The Council must:

- Proactively publish information through its Publication Scheme.
- Respond to written requests for information within 20 working days.

2.2 Publication Scheme

The Council adopts the ICO's Model Publication Scheme and maintains a guide to information routinely published, including:

- Council minutes and agendas
- Financial information
- Policies and procedures
- Contact details

2.3 FOI Requests

3. Data Protection

3.1 Legal Framework

The Council complies with the UK GDPR and the Data Protection Act 2018, ensuring personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, legitimate purposes
- Accurate and kept up to date
- Stored securely

3.2 Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request rectification or erasure
- Restrict or object to processing
- Data portability (where applicable)

Requests will be responded to in line with the timescales under GDPR.

Under GDPR requests can be made verbally or in writing to any member of the Council, however, where possible please put the request in writing to the Town Clerk.

3.3 Data Breaches

Any data breach will be assessed and, where necessary, reported to the ICO within 72 hours. Affected individuals will be informed where there is a high risk to their rights and freedoms.

4. Responsibilities

- The Town Clerk acts as the designated Data Protection Officer (DPO).
- All employees and Councillors must adhere to this policy and attend relevant training as required.
- All employees and Councillors must notify the Clerk as soon as possible upon discovering a potential data breach.

5. Review

This policy will be reviewed annually, or in response to changes in legislation.