



## Freedom of Information Policy

<b>Version number</b>	<b>Signed off by</b>	<b>Written/Amended by</b>	<b>Last Updated/Reviewed</b>	<b>Date of next review</b>
<b>V0.1</b>		Suzy Valentine	March 2017	
<b>V1.1</b>		Senior Information Governance Officer	July 2019	July 2020
<b>V1.2</b>		Senior Information Governance Officer	June 2021	June 2024

**Ipswich Borough Council (IBC) is committed to the principles contained in the Freedom of Information Act 2000 (FoIA), the Environmental Information Regulations 2004 (the EIRs) and the Local Government Transparency Code 2014 and it will ensure that it:**

- provides clear advice to information requesters on how requests for information can be made;
- manages a process to respond to requests for information including partial responses or refusals to provide information for reasons of exemption or exception within the prescribed time limits and, if it cannot comply, advises the requester in a timely manner and apologises for the delay;
- transfers or redirects requests appropriately;
- consults with relevant third parties;
- in the event of a challenge to a refusal or partial response, either conducts an internal review within appropriate timescales, if responding to an individual, or responds to the Information Commissioner's requests;
- ensures that it makes its FOIA obligations clear when entering into contracts with third parties which may contain terms relating to the disclosure of information;
- With regard to information that may be requested, has in place organisational arrangements that support record management; retains records needed for business, regulatory, legal and accountability purposes; maintains systems that enable records to be stored and retrieved as necessary while simultaneously ensuring that they are securely stored and access controlled; maintains a document retention policy;
- acknowledges that the UK GDPR and Data Protection Act 2018 takes precedence over the FoIA and EIRs;
- adopts a publication scheme approved by the Information Commissioner and makes information available in accordance with this scheme;
- puts in place internal management and compliance protocols for handling requests so that all employees are aware of what actions they need to take to comply with the FoIA and the EIRs and regularly monitors its own compliance.
- publish compliance figures in line with best practice guidance in the Freedom of Information Code of Practice.