

## **Capheaton Parish Council**

### **Policy for dealing with vexatious or repeated requests for information**

The Freedom of Information Act 2000 (FOIA) gives the public a right of access to information held by public authorities.

Capheaton Parish Council (The Council) is committed to dealing with genuine enquiries and requests for information appropriately and in accordance with our other policies. Whilst The Council aims to be open and transparent, it is aware of the need to ensure that its time is not taken up pursuing vexatious or repeated requests and that staff and councillors are protected from such enquiries. The Council also has a responsibility to ensure the effective use of its resources, which are funded by the council tax payers of the parish of Capheaton.

Our policy is to follow the latest guidance from the Information Commissioners Office to ensure that requests that are deemed to be repeated or vexatious are dealt with fairly.

Dealing with vexatious requests – Section 14 Freedom of Information Act

<https://ico.org.uk/media/for-organisations/documents/1198/dealing-with-vexatious-requests.pdf>

Dealing with repeat requests – Section 14 (2) Freedom of Information Act

<https://ico.org.uk/media/for-organisations/documents/1195/dealing-with-repeat-requests.pdf>

In addition, where appropriate, The Council may levy a charge for documents, to cover for example the cost of printing, copying or postage, as per the attached schedule.

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/charging-for-information-in-a-publication-scheme/>

Adopted by Capheaton Parish Council November 2020, and to be reviewed annually