



Treverbyn Parish Council
Freedom of Information Act 2000
Statement of Compliance and Internal Control

1. Introduction

Treverbyn Parish Council (“the Council”) recognises its obligations under the Freedom of Information Act 2000 and associated legislation relating to transparency, openness and public access to information.

The Council is committed to ensuring that information held by the Council is managed appropriately and made available in accordance with statutory requirements, subject to lawful exemptions.

This statement forms part of the Council’s governance and internal control arrangements.

2. Purpose

The purpose of this statement is to confirm that the Council has in place appropriate arrangements and procedures to support compliance with:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

3. Council Arrangements

The Council has adopted and maintains:

- A Freedom of Information Policy
- Data Protection and GDPR policies
- Records management arrangements

- Publication and transparency procedures
- Secure information handling arrangements
- Appropriate governance and decision-making procedures

The Council also maintains a website to support publication of information where appropriate.

4. Publication Scheme

The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme for local councils and publishes information in accordance with transparency obligations where practicable.

Information routinely published may include:

- Agendas and minutes
- Financial information
- Policies and procedures
- Councillor information
- Audit and governance documents
- Public notices

5. Handling Requests

The Council has procedures in place for managing requests for information, including:

- Logging and acknowledging requests
- Searching for relevant information
- Applying lawful exemptions where appropriate
- Responding within statutory timescales
- Protecting confidential and personal information

Requests are normally coordinated through the Clerk.

6. Information Governance

The Council recognises the importance of effective information governance and maintains arrangements relating to:

- Secure '.gov.uk' email accounts
- Password protection and cyber security
- Data protection compliance
- Secure storage of records
- Councillor use of personal devices for Council business (BYOD controls)

The Council recognises that information governance forms part of its wider system of internal control.

7. Review and Monitoring

The Council reviews its policies and procedures periodically to ensure continued compliance with legal and governance requirements.

Freedom of Information compliance forms part of the Council's internal governance and audit framework.

8. Conclusion

Treverbyn Parish Council considers that appropriate procedures and internal controls are in place to support compliance with the Freedom of Information Act 2000 and associated legislation.

9. Adoption

Reviewed and approved by Treverbyn Parish Council on: