

Freedom of Information (FOI) and Environmental Information Regulations (EIR) Policy

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Version control

Version	Author of Changes	Date	Summary of changes made	Approved by (meeting / committee)
2	Andrew Roberts	Nov 2018	Replaces the former Freedom of Information policy in the light of GDPR and DPA 2018	Executive cabinet member corporate resources
3	Patricia Ashcroft/Information Governance Team	July 2022	Reviewed and updated to reflect current practices	

1. Purpose

The purpose of this policy is to ensure that Bolton Council complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

This policy applies to all members of staff including temporary or casual or agency staff, and contractors and suppliers working for, or on behalf of, the council.

2. Background

The FOIA and the EIR give the public a general right of access to information held by public authorities, subject to certain conditions and exemptions.

Anyone, anywhere may request information for any reason and recorded in any format. The Council fully endorses and adheres to the principle of public access to official information wherever this is possible.

3. Policy statements

The Council will ensure that:-

- (a) A publication scheme is adopted and maintained
- (b) Effective processes, procedures and practice guidance are developed and implemented for the processing of requests for information
- (c) All staff are aware of and understand their responsibilities in relation to the processing of requests for information
- (d) Contractors, partners and other external parties are informed of the Council's responsibilities, as required, in respect of processing requests for information
- (e) Council records and information are complete and accurate
- (f) Advice and assistance is provided to requestors as far as is reasonable

3. Policy review

This policy will be reviewed by the Information Governance Team annually or when significant changes occur that may affect the requirements for processing request for information.

4. Cross reference

Standard Operating procedure for handling FOIA and EIR requests