

CHAPTER 7: Freedom of Information Publication Scheme

1. Under the Freedom of Information (FOI) Act 2000 everyone has the right to request information held by public sector organisations including the NWIFCA. The NWIFCA will abide by its obligations under the Act. Full details of our FOI Publication Scheme are on the NWIFCA website listing the information we routinely make available to the public. The scheme below shows the information that will be available.
2. In general no charges are made for reasonable amounts of information. For larger requests, charges may be made for copying and postage and officer time may be charged to supply a large order. Costs will be quoted before work is done. Information may be sent by post or email, or provided for inspection at committee offices. Information requested may be on the NWIFCA website at www.nw-ifca.gov.uk.
3. In some classes, information is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the scheme is general correspondence sent or received by the Authority and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.
4. In certain classes a limitation on the age of some documents has also been stipulated. This does not necessarily mean that information outside that date cannot be obtained but it does indicate that it is not readily available as a matter of course within the scheme. If we know that original documents are more readily available from another source, details will be provided.
5. If you have an enquiry about a specific information source or have any comments or suggestions write or email the NWIFCA Carnforth Office: The Clerk, NWIFCA, 1 Preston Street, Carnforth LA5 9BY; Tel: 01524 727970; Email: office@nw-ifca.gov.uk.