



Castle Acre Parish Clerk: Ms Amy Hart
9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

07815430777 
clerk@castleacreparishcouncil.gov.uk 
castleacreparishcouncil.gov.uk 

Castle Acre Parish Council Publication Scheme

Adopted under Section 19 of the Freedom of Information Act 2000

Adopted by CAPC – April 2026 under minute ref (13.a):

Review Date: April 2027

The Council adopts the Model Scheme issued by the Information Commissioner's Office for local councils. This scheme commits the Council to making information available to the public as part of its normal business activities in a proactive and transparent manner. Environmental information will be made available in accordance with the Environmental Information Regulations 2004. Personal data will be processed in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

This publication scheme commits Castle Acre Parish Council as an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits Castle Acre Parish Council

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information; Environmental information will also be made available in accordance with the Environmental Information Regulations 2004, which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they

apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act. Classes of information **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance. What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews. How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. Our policies and procedures. Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority. The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Archived information remains subject to the Freedom of Information Act and may be requested and remains subject to statutory access rights and may be requested unless exempt.

The Council aims to make information available at minimal cost.

- Information available on the website is free of charge.
- Charges may be made for photocopying, printing, postage, or other actual disbursement costs.
- Any charge will be confirmed in advance.
- Charges under the Environmental Information Regulations 2004 will be reasonable and in accordance with Regulation 8.
- Dataset re-use charges (if applicable) will comply with the Re-use of Public Sector Information Regulations 2015 or other applicable statutory provisions.

A schedule of charges is available from the Clerk.

Notice on exempt information: The classes of information will not generally include:

- Information whose disclosure is prevented by law.
- Information exempt under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.
- Personal data where disclosure would breach data protection legislation.
- Legally privileged information.
- Information provided in confidence.
- Draft documents where disclosure would be inappropriate at that stage.

If you are dissatisfied with the handling of your request, you may request an internal review.

If you remain dissatisfied, you may complain to the Information Commissioner's Office on 0303

123 1113. Personal data will be processed in accordance with the UK GDPR and Data Protection Act 2018.

Information not published under this scheme may be requested in writing.

Requests should be directed to:

Responsible Officer: Clerk to Castle Acre Parish Council

Email: clerk@castleacreparrishcouncil.gov.uk

By post: 9 Orchard Lane, Castle Acre, PE32 2BE

Requests will be handled in accordance with the Freedom of Information Act 2000 and, where applicable, the Environmental Information Regulations 2004. Requests will normally be responded to within 20 working days in accordance with statutory requirements. If you are dissatisfied with the handling of your request, you may request an internal review by writing to the Clerk within 40 working days of the response. Internal reviews will be conducted by a person not involved in the original decision where reasonably practicable.

If you remain dissatisfied following the internal review, you may complain to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk