**KINVER PARISH COUNCIL**



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**Clerk to the Council**

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**Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

**Under the above recent legislation all local councils are obliged to prepare a scheme specifying council documents, copies of which members of the public may request. Such a scheme has been prepared by Kinver Parish Council and has been approved by the nationally based Information Commissioner. The scheme may be inspected at the Parish Council offices at 95 High Street, Kinver during normal working hours Monday – Friday 9.30 a.m. – 12.00 p.m. Copies of documents specified in the scheme will be charged at 25p per A4 side**

**December 2002**

**The Council pays annually by Direct debit (in October) for registration to the Data Protection Act.**





