

# Freedom of Information

## What is the Freedom of Information Act?

The Freedom of Information Act has been in force since 1 January 2005 and all councils in Dorset are committed to providing the public with as much information as possible.

The Freedom of Information Act gives you the right to access recorded information held by public sector organisations.

## How to make a Freedom of Information request

Please write to Gillingham Town Council, either by email or post.

Please try to be as specific as possible when requesting information, following the Information Commissioners Guidelines:

- You can ask for any information you think a public authority may hold. The right only covers recorded information.
- You should identify the information you want as clearly as possible.
- Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer your question if this would mean creating new information or giving an opinion or judgement that is not already recorded.
- Some information may not be given to you because it is exempt, for example because it would unfairly reveal personal details about somebody else.

A full copy of the ICO guidance on how to access information from a public body can be viewed [here](#).