

## **Freedom of Information**

### **What is Freedom of Information?**

The Freedom of Information Act 2000 is designed to promote greater openness and transparency throughout the public sector. Under the Act any person, has rights of access to recorded information held by the Council.

### **What are my rights?**

- to be told, normally within 20 working days, whether the Council holds recorded information of the type requested
- if such information is held to have it disclosed unless it is covered by one of the exemptions in the Act
- to receive reasonable advice and assistance in making the request

These rights are subject only to the limitations and exemptions (many of which only apply if it is not in the public interest for the information to be disclosed) imposed by the act and other legislation. Where information is disclosed this will typically be by providing copies of the records held, but requesters should be aware that the right is to receive the information – not to copies of particular documents which may contain the information. Information disclosed may be subject to copyright or other restrictions on re-use.

### **How do I make a Freedom of Information request?**

To request information from Cardiff Council, you should first check whether it is available through the publication scheme (in many cases it will be quicker to simply use the search facility on this website). If you cannot find what you want please send your request, giving as much detail as possible to:

foi@cardiff.gov.uk

or write to:

Improvement and Information  
County Hall  
Cardiff  
CF10 4UW