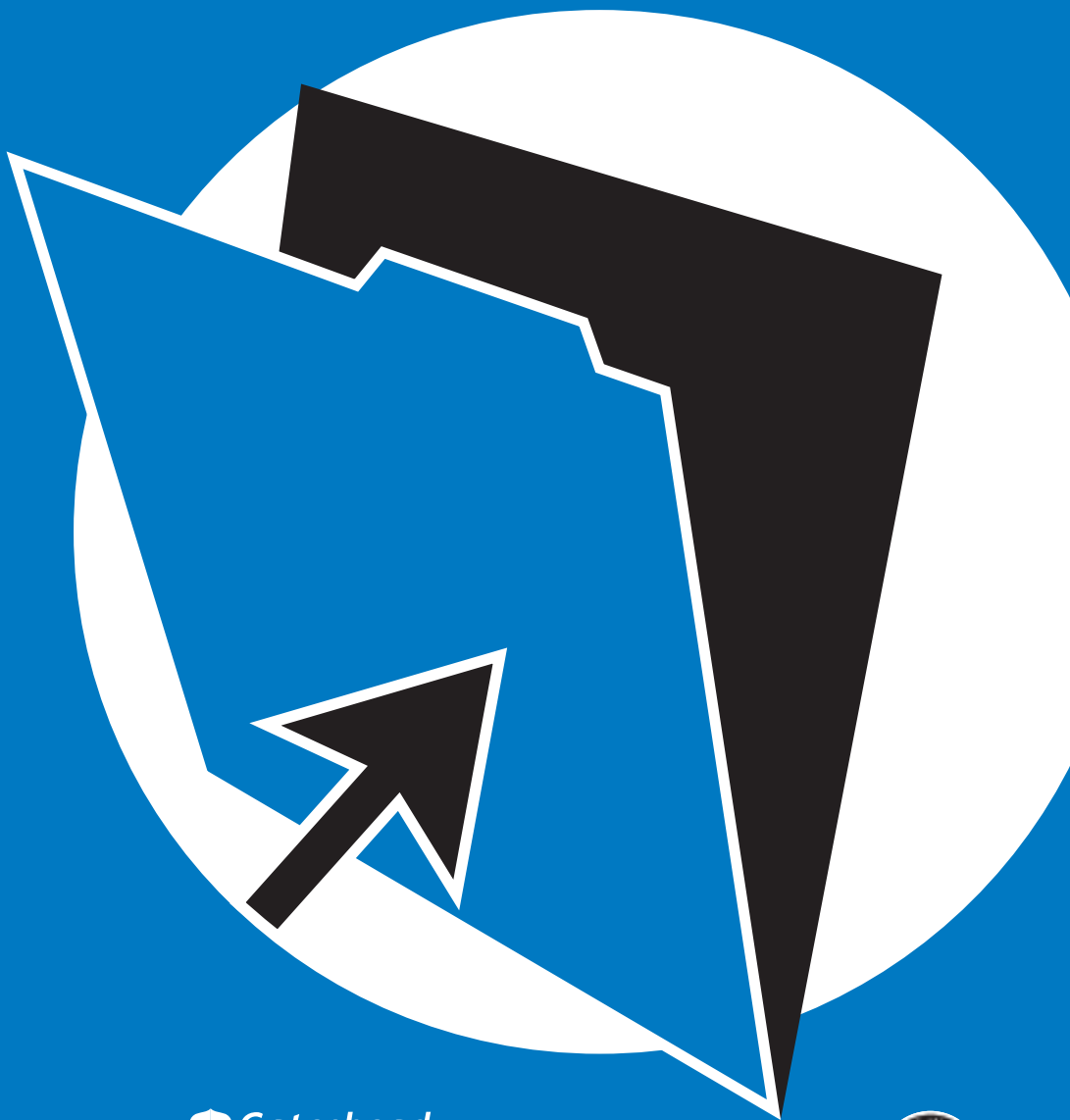


Your **right** to **information**

A brief guide to your right of access to council information
under the **Freedom of Information Act 2000**





Your right to access council information

This leaflet explains your right to access information held by Gateshead Council under the Freedom of Information Act 2000. It explains briefly what the Act covers and what you should do if you want to see any information held by us.

Please note. The information available to you under the Freedom of Information Act is not personal information. Access to personal information held about you by the council is covered by the Data Protection Act. A separate leaflet setting out your rights under this Act is available by contacting the number on the opposite page.

What rights does the Freedom of Information Act give me?

From 1 January 2005 you have a right to see, or have a copy of, most written information held by the council.

But you should note that:

- Some types of information do not have to be released
- You may have to pay a fee

How do I make a request?

Put your request in writing (or fax/email) to the council including your name, address and telephone number.

You can also use the council's Freedom of Information request form - available on the internet: www.gateshead.gov.uk and from local council offices.

We must reply to you, normally within 20 working days, saying whether or not we have the information you want. If we do, we must supply you with a copy of it, or a summary of it, or we must make it available for you to inspect.

Will I be charged?

Yes, you will be charged for photocopying and other disbursements such as postage and packing, plus vat, if it would cost us more than £10.





Do I need to go through this procedure just to get simple information?

No. A lot of information is available on our website, on information leaflets and other publications, as well as via telephone enquiries. The Act gives you extra rights by allowing you to see or have copies of information which might not otherwise be published - unless an exemption applies.

Is there any information which I am not allowed to have?

Yes, some information is not available such as:

- Information about investigation of crime.
- Court records.
- Information about commercial interests.
- Personal information about other people.

If we think you are not entitled to see the information you have asked for, we will write and explain why.

What if I'm not happy that you've refused to let me have the information?

You have a right of appeal to the council. You should write to the Strategic Director of Legal and Corporate Services within three weeks of receiving it. You will be informed of the appeal decision in writing.

If you are still unhappy you can contact the Information Commissioner - details below.

Further Information

If you want to make a request for information held by Gateshead Council, please contact:

Tanya Rossington, Information Rights Officer by:

Phone: 0191 433 2192

Email: informationrights@gateshead.gov.uk

Letter: Legal and Corporate Services, Gateshead Council, Civic Centre, Regent Street, Gateshead NE8 1HH

For more information about The Freedom of Information Act please contact the Information Commissioner by:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 01625 545 745

Website: www.informationcommissioner.gov.uk





Different formats

If you would like this information in large print, Braille, on cassette/CD/MP3 or in a different language please contact 0191 433 2192.

এই লিফলেটটি 0191 433 3444 নম্বরে ফোন করে বাংলায় পাওয়া যায়।

此單張備有中文譯本，索閱請電 0191 433 3444

Kopii tohoto letáku v cestině muzete obdržet když zatelefonujete na číslo 0191 433 3444

برای دریافت این جزوه به زبان فارسی، لطفاً با تلفن 0191 433 3444 تماس حاصل نمایندید.

Ce prospectus est disponible sur demande en Français en téléphonant au 0191 433 3444

यह पत्रिका हिन्दी भाषा में प्राप्त करने के लिये कृपया 0191 433 3444 नम्बर पर फोन करें।

Este panfleto está disponível sob pedido em Português, ligando para o n.º 0191 433 3444.

ਇਹ ਸੀਫਲੇਟ ਪੰਜਾਬੀ ਵਿਚ ਵਾਸਲਾ ਕਰਨ ਲਈ 0191 433 3444 ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ।

له سه ر داواى خوت نه م ناميلكه به ت به سؤرائى دهست دهكه ویت، ته له فون بو نه م ژماره به بکه
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یہ کتابچہ اردو زبان میں اس ٹیلی فون نمبر (0191) 433 3444 پر درخواست کرنے سے مل سکتا ہے



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