

# Accessing Our Information



WDC  
[www.wdc.org.uk](http://www.wdc.org.uk)



The Freedom of Information, Environmental Information Regulation and the Data Protection Acts aim to ensure that public authorities, such as West Northamptonshire Development Corporation (WNDC), are open in the way that they conduct their business.

### Information we publish

To assist you in accessing the information you require, we have developed a Publication Scheme which details all of the information we routinely publish. This covers:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are performing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The Publication Scheme can be downloaded from WNDC's website at [www.wndc.org.uk/publications.aspx](http://www.wndc.org.uk/publications.aspx). Alternatively a copy can be requested using the contact details on the back of this leaflet.

### Accessing other information

If you would like to see information or documents we hold, but which we do not routinely publish, then you can make a request.

Please make your request in writing using the contact details on the back of this leaflet.

If you are unsure what information we may have about the topic you are interested in, please contact us to discuss your requirements.

### What happens when a request is made?

We will acknowledge receipt of your request within 5 working days and then we will check to see what information we hold that relates to your request.

We will respond as follows:

- Freedom of Information - within 20 working days
- Environmental Information Regulations - within 20 working days
- Data Protection Act - within 40 working days

### Is there a charge for information?

If the information is not routinely published but won't take long to find and copy, then it will be provided free. If it will take considerable time to gather and provide the information, then a moderate fee may be charged. We will let you know about a charge as soon as we can.

If a charge is payable we will wait for your payment before sending you the information. Charges will always be in line with Government regulations.

### Is there any information that will not be provided?

We will make every effort to provide you with a copy of the information requested, and may ask you a few questions to make sure that we provide you with what you want.

We may not be able to release information if it is exempt under the Freedom of Information Act, the Data Protection Act, Common Law or other legislation. If we are unable to release some or all of the information you request, we will explain the reasons why.

### Does this mean someone else can see my information?

The Freedom of Information Act 2000 does not change your right to confidentiality. Your personal information is still protected under the Data Protection Act 1998 and will not be shared with anyone who is not entitled to it.

### How can I find out more about the law?

If you would like to find out more about the Freedom of Information Act 2000, please contact the Information Commissioner:

- [www.ico.gov.uk](http://www.ico.gov.uk)
- Tel: 01625 545 745

# Contact details

For a copy of the Publications Scheme  
or a Freedom of Information Request,  
please contact:

Freedom of Information  
West Northamptonshire Development Corporation  
PO BOX 355  
Franklins Gardens  
Northampton  
NN5 5WU

Tel: 01604 586 600

Fax: 01604 586 648

Email: [info@wndc.org.uk](mailto:info@wndc.org.uk)