

## **Freedom of Information Act 2000**

# **SURREY POLICE AUTHORITY PUBLICATION SCHEME**

## **Freedom of Information Act 2000**

The Freedom of Information Act 2000 received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A 'public authority' is defined in the Act, and includes but is not restricted to central and local government, non-departmental public bodies, the police, police authorities, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Under the FOI Act all Police Authorities including Surrey must have a Publication Scheme setting out the information we routinely make publicly available. Our scheme must be approved by the Information Commissioner and we have to review the scheme from time to time. In adopting (or reviewing) our Publication Scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- to the publication of reasons for the decisions we make.

Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our Publication Scheme is to let you know what information is readily available from us without your needing to ask us for it. By readily available we mean that the information is available on our website; can be obtained from us if you request it by letter, e-mail or telephone call; can be purchased from us; or can be found in a local library.

Part 2 of our Publication Scheme sets out the classes or types of information that we publish or intend to publish. Part 3 lists a number of the publications that support the Publication Scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if we will ask you to pay a charge.

## **Your rights and our responsibilities from 1st January 2005**

The Freedom of Information (FOI) Act 2000 will give you a right of access to recorded information held by public authorities, subject to certain exemptions.

The FOI Act applies to the vast majority of public authorities, including Surrey Police Authority. When the FOI Act came into force fully on 1 January 2005, if you ask us for information we are required to:

- let you know in writing whether we hold information you have asked for; and
- if we do, provide the information to you within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

### **Individual Rights of Access (Data Protection)**

Full access rights under the Freedom of Information Act came into force on **1 January 2005**.

The Data Protection Act 1998 (the "Act") gives individuals who are the subject of personal data ("data subjects") a general right of access to the personal data which relates to them. These rights, known as "subject access rights" are contained in sections 7, 8 and 9 of the Act. Requests for access to records and for other information about those records are known as "subject access requests" and are made to the person or organisation (the "data controller") who you think is processing (holding, disclosing or using) the information to which you want access. Personal data may take the form of computerised or, in some cases, paper records. The Authority has a right to charge a £10 fee for Subject Access Request (SAR).

Your request will be considered in accordance with the Act. If you believe your request has not been satisfactorily answered or you believe information is missing, please write, clarifying the information you require, to the Data Controller at the contact address below. For further information please refer to the Information Commissioner's Office website [www.ico.gov.uk](http://www.ico.gov.uk) or contact them on 08456 30 60 60.

### **Contacting Surrey Police Authority**

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications in Part 3, you may write to, e-mail or telephone us at:

Surrey Police Authority  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 630200  
Fax: 01483 634502  
E-mail: [spa@surrey.pnn.police.uk](mailto:spa@surrey.pnn.police.uk)

Our website also contains a copy of the Publication Scheme at [www.surreypa.gov.uk](http://www.surreypa.gov.uk)

## **Responsibilities for the Surrey Police Authority Publication Scheme**

The Chief Executive of Surrey Police Authority has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is:

Erika Faris  
Committee & Member Services Officer  
Surrey Police Authority  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 632658  
Fax: 01483 634502  
E-mail: [Faris11613@surrey.pnn.police.uk](mailto:Faris11613@surrey.pnn.police.uk)

## **Charging for Publications**

In Part 2, we indicate for each class of information whether the class includes chargeable information or not. In Part 3 — our publication list — we indicate which of the following charging regimes could apply:

Free of charge on website — there is no charge made by us, although the user will, of course, have to meet any charges made by their Internet service provider and/or Telephone Company as well as any personal costs for printing, photocopying etc.

For those without access to the Internet, we will provide a single printout of an individual publication, as shown on the website, free of charge from the above contact address.

Chargeable on website — requests for multiple copies for publications or multiple printouts from our website or for copies of archived material no longer available on the website may incur a charge. The charge will be payable in advance.

Free of charge hard copy — indicates a leaflet, booklet or periodical which is published by Surrey Police Authority without charge.

Chargeable hard copy — indicates a bound paper copy or other product charged as shown in our publication list.

Where a charge applies, the cost and the reasons for levying such a charge will be made known to you. Any charge will be payable in advance.

## **Comments about the Publication Scheme**

If you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should write, in the first instance, to:

Erika Faris  
Surrey Police Authority  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 632658  
Fax: 01483 634502  
E-mail: Faris11613@surrey.pnn.police.uk

## **Complaints about the Publication Scheme**

If you think we have not supplied information in accordance with our Scheme, then you should write, in the first instance, to:

Erika Faris  
Surrey Police Authority  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 632658  
Fax: 01483 634502  
E-mail: Faris11613@surrey.pnn.police.uk

We aim to deal with your complaint within 15 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within 15 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner.

## **Review of the Surrey Police Authority Publication Scheme**

We will review our Publication Scheme in December 2010 and subsequently on an annual basis.

## **Availability of This Scheme in Other Languages and Formats**

You can obtain a copy of this scheme in Braille, large text, audio cassette or in any of the identified six top languages in Surrey. Requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website may incur a charge. The charge will be payable in advance.

## **Copyright**

Different bodies might own the copyright of material contained in our Scheme:

### **Surrey Police Authority Copyright Material**

For material where we own the copyright, it can be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not being used in a misleading context. Where material is being republished or copied to others, the source of the material must be identified and our copyright acknowledged. The Surrey Police Authority logo is also copyrighted and may not be reproduced other than as it appears on copied material.

### **Other Copyrighted Material**

Some material we include in our Scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

## **Requests for Personal Information**

Under the Data Protection Act 1998, you have a statutory right to have access to personal data we hold in any manner. You also have the right to expect us, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject
- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on the website of the Information Commissioner [www.ico.gov.uk](http://www.ico.gov.uk) or from the address given below.

## **Information where Surrey Police Authority is the Data Controller**

Where we are the data controller, you are entitled to be told whether we hold data about you, and if we do:

- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told the recipients, or classes of recipients, to whom the data is or may be disclosed

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained. You will also be given any information available to us on the source of the data. The data will be in its latest form.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to us at the above address. A fee of £10 must accompany your request together with proof of your identity. We also need to be supplied with the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within 40 days of receipt of the request and payment of the fee.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- write to us at the above address seeking resolution of your complaint.
- write to the Information Commissioner, who is appointed to consider such complaints at:

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

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

## **Information where Surrey Police Authority is not the “Data Controller”**

In many cases, it is the police and not the Police Authority that hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not Surrey Police Authority.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Officer will give that information if he is satisfied as to your identity and on payment of a fee of £10. The Chief Officer may deny access to this information where the information is held for the prevention or detection of crime or for the apprehension or prosecution of offenders and where release of the information would be likely to be prejudicial to any of these purposes.

Police forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of Surrey Police you should contact: -

Mr Martin Drapper  
Force Data Protection Officer  
Surrey Police Headquarters  
Sandy Lane  
Mount Browne  
Guildford  
Surrey  
GU3 1HG

Telephone: 01483 632643  
Email: Drapper7159@surrey.pnn.police.uk

## **Requests under the Environmental Information Regulations**

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to:

Erika Faris  
Surrey Police Authority  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 632658  
Fax: 01483 634502  
E-mail: Faris11613@surrey.pnn.police.uk

# General Information about Surrey Police Authority

## Surrey Police Authority Role and Responsibilities

The Surrey Police Authority is an independent body made up of local people. It is our job to ensure that there is an efficient and effective police force for Surrey and to make sure that the chief officer and force are accountable to you in carrying out their responsibilities and serving our communities.

The Surrey Police Authority sets the strategic direction for policing in Surrey and holds the chief officer to account for the policing service delivered. Delivery of local policing services is the job of the chief officer of police.

We have a number of statutory duties and responsibilities. The main ones are to

- secure an efficient and effective local police force
- hold the police budget and allocate resources
- appoint (and dismiss, if necessary) the chief constable and senior police officers
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor everything the police do and how well they perform against the targets set by the authority
- publish a three year and annual plan which tells local people what they can expect from their police service and report on achievements every year
- makes sure local people get best value from their local police
- oversees complaints against the police and disciplines senior officers

**It might help you to know that police operations are the responsibility of the chief officer and force and information on individuals is more likely to be held by the police than the Police Authority.**