

# HAMPSHIRE POLICE AUTHORITY

## FREEDOM OF INFORMATION ACT 2000

### PUBLICATION SCHEME – UPDATED 1<sup>ST</sup> JANUARY 2009

#### **Introduction**

The Freedom of Information Act 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.

Under the Act, all public authorities including Hampshire Police Authority must have a Publication Scheme, setting out the information it routinely makes available.

The Information Commissioner's Office (ICO) has introduced a Model Publication Scheme for all public authorities to follow. Hampshire Police Authority must produce a guide to the specific information it holds and which is contained within any of the scheme's seven classes. This publication scheme acts as that guide to the public.

#### **Classes of Information**

Hampshire Police Authority publishes, or intends to publish, information under the following classes, as determined by the Model Publication Scheme:

- Who We Are and What We Do  
We will publish information about the structure of the Authority, details of the Authority's administrative support and contact information for the Authority.

Availability: Website  
Cost: Free

- What We Spend and How We Spend It  
We will publish financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. We will also publish details of allowances and expenses that can be claimed or incurred.

Availability: Website, post  
Cost: Free

- What Our Priorities Are and How Are We Doing  
We will publish our strategies and plans, performance indicators, audits, inspections and reviews.

Availability: Website, post  
Cost: Free

- How We Make Decisions  
We will publish our decision-making processes and records of decisions, such as our schedule of meetings, agendas, approved minutes and any background papers.  
  
Availability: Website, post  
Cost: Free
- Our Policies and Procedures  
We will publish our current written protocols, policies and procedures for delivering our services and responsibilities, including our policies about the employment of staff.  
  
Availability: Website, post  
Cost: Free
- Lists and Registers  
We will publish any lists or registers that the Authority currently maintains.  
  
Availability: Website, post  
Cost: Free
- Services We Offer  
We will publish any information about the services we offer, including leaflets, guidance and newsletters.  
  
Availability: Website, post  
Cost: Free

### **Significant Public Interest Categories**

In addition to the above categories, we will be publishing information of interest under the following classes:

- Disclosure Logs  
We will publish details of Freedom of Information Act requests received under FOI by Hampshire Police Authority.  
  
Availability: Website, post  
Cost: Free
- Stop and Search and Stop and Account Records  
We will provide links to the Hampshire Constabulary website where Stop and Search and Stop and Account records are published.

## **Responsibility for the Hampshire Police Authority Publication Scheme**

The Chief Executive of Hampshire Police Authority has overall responsibility for the Publications Scheme. The Administrative Manager is responsible for maintaining and managing the Publication Scheme. They can be contacted by writing to:

Hampshire Police Authority  
Westgate Chambers  
Staple Gardens  
Winchester  
SO23 8AW  
Tel: 01962 871595  
Fax: 01962 851697  
E-mail: [police.authority@hampshire.pnn.police.uk](mailto:police.authority@hampshire.pnn.police.uk)

## **Charging for Publications**

Under Classes of Information, it is listed whether the class includes chargeable information or not.

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 of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with photocopying costs (currently 5p per sheet) and postage. We will let you know the cost when we receive your request. The charge will be payable in advance. Where the information is available via the website but a value-added service is requested using that information, a charge will be made.

Free of charge hard copy: Indicates a leaflet, booklet or periodical which is published by Hampshire Police Authority without charge.

Chargeable hard copy: Indicates a bound paper copy, cassette 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.

## **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:

The Chief Executive  
Hampshire Police Authority  
Westgate Chambers  
Staple Gardens  
Winchester  
SO23 8AW  
E-mail: [police.authority@hampshire.pnn.police.uk](mailto:police.authority@hampshire.pnn.police.uk)

We aim to deal with your complaint within 10 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 20 working days.

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

Case Reception Unit  
Customer Service Team  
Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[http://www.ico.gov.uk/complaints/freedom\\_of\\_information.aspx](http://www.ico.gov.uk/complaints/freedom_of_information.aspx)

### **Availability of this scheme in other languages and formats**

You can obtain a copy of this Publication Scheme in other languages or alternative formats such as Braille and audio. Please contact the Hampshire Police Authority office for details.

### **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:

The Chief Executive  
Hampshire Police Authority  
Westgate Chambers  
Staple Gardens  
Winchester  
Hants  
SO23 8AW  
E-mail: [police.authority@hampshire.pnn.police.uk](mailto:police.authority@hampshire.pnn.police.uk)

### **Requests for Personal Information**

Under the Data Protection Act 1998, you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). 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.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or from the address given below.

### **Information where Hampshire 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.

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 Hampshire Police Authority is not the “Data Controller”**

In many cases, it is the police and not the police authority that holds 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 Hampshire 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 Hampshire Police you should contact: -

Force Data Protection Officer  
Hampshire Constabulary  
West Hill  
Romsey Road  
Winchester  
SO22 5DB  
Telephone: 0845 045 4545  
Fax: 01962 871199  
Email: [data.protection@hampshire.pnn.police.uk](mailto:data.protection@hampshire.pnn.police.uk)

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

We will review our Publication Scheme on an annual basis.