

Freedom of Information Act 2000



PUBLICATION SCHEME

**Dyfed Powys Police Authority
P.O. Box 99
Llangunnor
Carmarthen
SA31 2PF**

PART 1

Dyfed Powys Police Authority

Web-based Publication Scheme Freedom of Information Act 2000

Introduction

Dyfed Powys Police Authority Role and Responsibilities

The Dyfed Powys 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 the Dyfed Powys area and to make sure that the chief officers and Force are accountable to you in carrying out their responsibilities and serving our communities.

The Dyfed Powys Police Authority sets the strategic direction for policing in Dyfed Powys and holds the Chief Officer to account for the policing service delivered. Delivery of local policing services for you, the public, is the role 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 strategic and an 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
- oversee complaints against the police and discipline senior officers

It might help you to know that police operations are the responsibility of the Chief Officer and the Force and information on individuals is more likely to be held by the Police Force than the Police Authority.

The Freedom of Information Act 2000

The Freedom of Information (FOI) 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, 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.

Your rights and our responsibilities

Under the FOI Act all public authorities, including Dyfed Powys 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 you needing to ask us for it. By readily available we mean that the information is available on our website (www.dyfedpowyspoliceauthority.co.uk); can be obtained from us if you request it by letter, e-mail or telephone call; or can be purchased from us.

Part 2 of our Publication Scheme sets out the classes or types of information that we publish or intend to publish. Part 3, our list of publications, supports 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.

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

The FOIA applies to the vast majority of public authorities, including Dyfed Powys Police Authority. When you ask us for information we will be required to:

- let you know in writing whether we hold the information you have asked for; and
- if we do, and the information you have requested is routinely available and can be accessed immediately through the Authority's website or email a response should be received within five working days.
- If the information is not routinely available we will 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).

Full access rights under the FOIA came into force on the 1st January 2005.

1st March 2006 saw the introduction of further Orders/Regulations, which replaces previous access to information provisions with simpler clearer rules about circumstances under which the public may be excluded from access to certain kinds of information that may be exempt or confidential.

Responsibilities for the Dyfed Powys Police Authority Publication Scheme

Mr Keith Reeves, Chief Executive of Dyfed Powys Police Authority has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is: -

Mr Keith Reeves
Chief Executive
Dyfed Powys Police Authority
P O Box 99
Llangunnor
Carmarthenshire
SA31 2PF
Telephone: 01267 226458
Fax: 01267 226448
E-mail: police.authority@dyfed-powys.pnn.police.uk

Contacting Dyfed Powys 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:

Dyfed Powys Police Authority
P O Box 99
Llangunnor
Carmarthenshire
SA31 2PF
Telephone: 01267 226458
Fax: 01267 226448
E-mail: police.authority@dyfed-powys.pnn.police.uk

Our website also contains a copy of the Publication Scheme at www.dyfedpowyspoliceauthority.co.uk

Charging for Publications

Under the FOIA the Authority has the power to decline to provide information in certain circumstances unless the cost of doing so is met by the applicant.

In Part 2, we indicate for each class of information whether the class includes chargeable information or not, and the charging regime which could apply, which is explained below:

- A. 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. However, requests for multiple print-outs or for archived copies of documents which are no longer available on the web, may attract a reasonable charge for the cost of retrieval, photocopy, postage, etc.

Where the information is available via the website but a value-added service is requested using that information, a charge will be made. Charges applied will be payable in advance.

- B. Free of charge hard copy — indicates a brochure, leaflet, booklet or periodical published by us, one copy of which will be provided without charge. Requests for additional copies may attract a reasonable charge. The charge will be payable in advance.
- C. Chargeable hard copy — indicates a bound paper copy, cassette or other product shown in our publication list for which a specific charge is made. 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. Requests for a large number of publications requiring substantial staff time may also be subject to a reasonable charge.

Comments or Complaints about the Publication Scheme

If you have any comments on our Publication Scheme, feel that the Scheme could be improved or if you think we have not supplied information in accordance with our Scheme, you should write, in the first instance to:

Mr Keith Reeves
Chief Executive
Dyfed Powys Police Authority
P O Box 99
Llangunnor
Carmarthen SA31 2PF

Telephone: 01267 226458
Fax: 01267 226448
E-mail: police.authority@dyfed-powys.pnn.police.uk

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

If, after the internal review, you remain dissatisfied then you can complain to the [Information Commissioner](#).

Review of the Dyfed Powys Police Authority Publication Scheme

Our scheme was last reviewed in December 2008. Thereafter the Scheme will be reviewed on an annual basis.

Availability of this scheme in other formats.

You can obtain a copy of this scheme in an alternative format by contacting the above address.

Copyright

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

Dyfed Powys 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. Dyfed Powys 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 re-produce such material.

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](#) or from the address given below.

Information where Dyfed Powys 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 or 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
www.ico.gov.uk

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 Dyfed Powys Police Authority is not the “Data Controller”

In many cases, it is the Police and not the Police Authority who hold personal information. The Police National Computer (PNC) includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not Dyfed Powys 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 they are 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 Dyfed Powys Police you should contact: -

Heather Hughes
Force Data Protection Officer
Police Headquarters
Llangunnor
Carmarthen
SA31 2PF
Telephone: 0845 330 2000
Email: heather.hughes@dyfed-powys.pnn.police.uk
Web address: www.dyfed-powys.police.uk

Requests under the Environmental Information Regulations

The Police Authority does not hold any information under the Environmental Information Regulations (EIR). Any such information is held by the Force. Therefore, if you wish to make a request for information under the EIR, you should write to:

Freedom of Information Officer
Dyfed-Powys Police
Dyfed-Powys Police Headquarters
PO Box 99
Llangunnor
Carmarthen
SA31 2PF
E-mail: foi@dyfed-powys.pnn.police.uk

PART 2

DYFED POWYS POLICE AUTHORITY FREEDOM OF INFORMATION PUBLICATION SCHEME

Classes of Information

Under the Freedom of Information Act 2000, our Publication Scheme must say what classes, or broad types, of information the police authority already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme, except where it would not be in the public interest to do so, for example, because it might prejudice law enforcement or the health and safety of our staff, or our ability to secure best value from local policing because information is commercially sensitive.

For each class we briefly define the information contained in that class, the format in which it is available. Where charges are applicable they will be made as set out in the charging policy for publications (see pages 5/ 6).

For those who do not have access to a computer, all information contained in this Publication Scheme (including the Scheme itself) is available in hard copy form.

Classes of Information:

- Who we are and what we do
- What we spend and how we spend it
- What Our Priorities Are and How Are We Are Doing
- How We Make Decisions
- Our Policies and Procedures
- Lists and Registers
- Services We Offer

Dyfed Powys Police Authority publishes, or intends to publish, information under the following classes. In all instances electronic / hard copies of both English and Welsh versions can be provided by contacting the Police Authority Office. Where this information is published on the [Police Authority website](#) the web links will be provided:

Class and Definition	Web Links and Alternative Formats	Cost/Charge
Who we are and what we do		
Structure of the Authority		
Role and statutory responsibilities	Web link	A, B
Names of members of the Authority and their contact details	Web Link	A, B
Appointment of Members (please see appointments below)	Web link	A, B
Members Attendance Records	Web Link	A, B
Membership of Standards Committee	Web Link	A, B
Membership/Composition of the Selection Panel	Web Link	A, B
Governance (committee) structure	Web Link	A, B
Independent Custody Visiting	Web Link	A, B
Staff Structure of the Authority		
Basic Staff Structure	Web Link	A, B
Contact Details of those staff dealing with the public	Web Link	A, B
Contact Information		
Contact Details	Web Link	A, B
Central contact point for general enquiries	Web Link	A, B
Geographical contacts	Web Link	A, B
Appointments		
Member Appointments	Web link	A, B
Independent Custody Visitor appointments	Web Link	A, B
Chief Officer Appointments	Web Link	A, B
<u>Other Appointments</u> Police Authority Secretariat Police Force	Web Link Web Link	A, B
Partnerships		
<u>Community Safety Partnership Plans:</u> Carmarthenshire Ceredigion Pembrokeshire Powys	Web Link Web Link Web Link Web Link	A, B

What we spend and how we spend it		
Summary of revenue budget estimates of the Authority	Electronic / hard copy only	A, B
Annual Statement of Accounts	Web Link	A, B
Budgets set for the Force	Web Link	A, B
Expenses and allowances paid to Members	Electronic / hard copy only	A, B
Annual Audit Letter	Web Link	A, B
Financial Audit Reports	Electronic / hard copy only	A, B
Internal financial regulations and delegated	Web Link	A, B

Publication date: December 2008

Review date: December 2009

Policies and procedures for the provision of services		
Freedom of Information Publication Scheme	Web Link	A, B
Policies and procedures about the employment of staff		
Officers of the Authority Employment of Staff (Police Force Policies) Authority Policies	Web Link Web Link	A, B
Disciplinary and Grievance procedure	Electronic / hard copy only	A, B
Customer Service		
Complaints procedures against action of the Authority (organisational complaints)	Electronic / hard copy only	A, B
Complaints about Members	Electronic / hard copy only	A, B, C
Complaints about Staff	Electronic / hard copy only	A, B, C
Minimum standards for responding to requests for information	Web Link	A, B
Records Management and Personal Data Policies		
Information Security Policy	Currently being developed	
Records retention and destruction policy	Electronic / hard copy only	A, B
Data protection policy	Currently being developed	
Lists & registers		
Register of Members' Interests	Hard copy only	A, B
Register of Gifts & Hospitality (Staff)	Hard copy only	A, B
FOI Act Disclosure Log	Hard copy only	A, B
Register of politically restricted posts	Hard copy only	A, B

Services we offer		
Information about the provision of the Authority's services		
Authority Business Plan	Currently being developed	
Local Policing Plan	Web Link	A, B
Leaflets & Explanatory booklets		
Council Tax Leaflet	Web Link	A, B
<u>Local Policing Summaries</u> Carmarthenshire Pembrokeshire Ceredigion Powys	Web Link Web Link Web Link Web Link	A, B
Media Releases	Web Link	A, B