



Freedom of Information Publication Scheme

KEYWORDS:	FOI, Freedom of Information, publication scheme, Environmental Information Regulations, EIR
PUBLICATION NUMBER:	1038
PUBLICATION STATEMENT:	Please note that this information is correct as at 1st May 2020 and may be subject to change. Essex Police aim to review and update this publication annually.

TITLE:	Request for information under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR)
DATE RANGE:	1 st May 2020 to date
BACKGROUND INFORMATION:	<p>The Freedom of Information Act, Environmental Information regulations provides public access to information held by public authorities. You have the right to request any recorded information held by a public authority such as the Police service. The aim of the act is to make information available to the general public, therefore information provided is only suitable for release if suitable for the general public to see, ie the world at large.</p> <p>There are limitations, the right only covers recorded information. Your request can be in the form of a question rather than specific documents however the authority does not have to answer your question if this would mean the creation of new information, giving an opinion or judgment that is not already recorded, please note some information may be exempt from disclosure.</p> <p>Information may already be published please view the publication scheme before submission.</p>

RELATED DOCUMENTS/LINKS:	https://www.essex.police.uk/foi-ai/af/accessing-information/published-items/ https://www.essex.police.uk/rqo/request/ri/request-information/rip/request-information-police/request-information-about-police/?lid=&cid=&rid=73562&stepid=1 https://www.essex.police.uk/rqo/request/ri/request-information/rso/request-information-about-yourself-or-someone-else/ https://www.gov.uk/government/publications/counting-rules-for-recorded-crime
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FOI PUBLICATION

Requests can be made via email and submitted through to info.rights.freedom@essex.police.uk or requests can be submitted through <https://www.essex.police.uk/rqo/request/ri/request-information/rip/request-information-police/request-information-about-police/?lid=&cid=&rid=73562&stepid=1>

Exclusions

The Freedom of Information Act recognises that there will be valid reasons why some kinds of information may be withheld, for example release may prejudice national security, harm investigations, be harmful to policing the FOI team will communicate any exemptions to you.

Information can only be provided if it is held information – i.e. in recorded form. There is no requirement to create information or find the answer to a question from an individual who may happen to know it.

A person cannot make a request for their own personal data through FOIA or the Environmental Information regulations (EIR)
Right of Access - provides access to your personal data held locally by Essex Police, (exemptions may apply). (A95 Guidance/form)

Limitations

In order to process your request, you must contact the relevant authority directly, make the request in writing (letter or email) give your real name and an address to which the authority can reply (this can be postal or email) (EIR can also be made verbally).

Further details regarding limitations regarding our systems and the requirement set out for crime statistic recording – (Home Office Counting rules) can be found under published FOI - PUB1027 and included in the above link.

No Charges apply for disclosure and postal service.

Please see the following document for further details <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/other-information/published-items/foi-schedule-of-fees-information-rights.pdf>

Fees are payable in advance. Electronic money transfer is available – please see guidance notes