



Freedom of Information Publication Scheme

KEYWORDS:	Information Rights, Information Management, Your rights, Data protection, court order, rights of access, foi, deletion, restriction, amendment, insurance, legal aid, housing, civil,third party
PUBLICATION NUMBER:	1048
PUBLICATION STATEMENT:	<p>Please note that this information is correct as at 8th July 2020 and may be subject to change. Essex Police aim to review and update this publication every year as and when required.</p> <p>The below details have been provided to allow individuals to source information that may assist with the services within Information Rights.</p>

TITLE:	Information Rights
DATE RANGE:	n/a
BACKGROUND INFORMATION:	<p>The Information Management Department aim to ensure that Essex Police complies with legislation through preserving the confidentiality, integrity and availability of the force's information.</p> <p>The Information Management Department contains the following sections within the Essex Police structure. Information Rights, Information Security, Data Quality & Compliance and Records Management.</p> <p>The process to apply for information within the Information Rights section, and any associated charges are provided within the below publications</p>

RELATED DOCUMENTS/LINKS:

<https://www.essex.police.uk/SysSiteAssets/foi-media/essex/other-information/published-items/foi-schedule-of-fees-information-rights.pdf>

FOI PUBLICATION

Please be aware that the Information Rights Section has dedicated mailboxes for specific areas of work.

If your enquiry relates to a statutory area of work, please redirect your enquiry to a dedicated mailbox.

To ensure that you are directing your enquiry or application to the correct mailbox, please view the following information and associated links.

- Matters relating to **Family court proceedings** – further details are provided via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/rights-to-access-information-family-court.pdf>
Email address – info.rights.court.order@essex.police.uk
- The **right to request information about yourself** – further details can be found (including exclusions) via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/rights-of-access.pdf>
Email address – info.rights.of.access@essex.police.uk
- The **right to delete amend or restrict your information** -further details are provided via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/other-information/published-items/foi-record-deletion-amendment-restriction.pdf>
Email address - info.rights.delete.amend@essex.police.uk
- The **right to request information regarding the workings of the police under the Freedom of information** act (statistics/policies) further details are provided via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/foi-requests.pdf> please check our publication scheme to ensure that data is not already available before submitting a FOI request. <https://www.essex.police.uk/foi-ai/af/accessing-information/published-items/>
Email address - info.rights.freedom@essex.police.uk

- Matters relating to **information requests from UK based insurers** or members of the Association of British Insurers refer to www.abi.org.uk (for the associated form). **Information requests from non-UK insurers** further details are provided via - <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/insurance-request.pdf>
Email address - info.rights.insurance@essex.police.uk
- Matters relating to **information requests from private landlords (housing)** - further details are provided via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/housing-private-landlord.pdf>
Email address - info.rights.housing@essex.police.uk
- **Information requests for civil proceedings and third party information** further details are provided – <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/civil-information-requests.pdf>
Email address - info.rights.civil@essex.police.uk
- **Information requests for legal aid purposes/evidence** – further details are provided via <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/services-we-offer/a92-guidance.pdf>
Email address - info.rights.legal.aid@essex.police.uk

General enquiries that do not fall under the above areas can be directed to

Email address - Info.rights@essex.police.uk