

# **FREEDOM OF INFORMATION ACT 2000**

## **OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR HUMBERSIDE**

### **PUBLICATION SCHEME**

#### **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.

#### **Model Publication Scheme**

The Office of the Police and Crime Commissioner for Humberside has adopted the Information Commissioner's model publication scheme.

By adopting this scheme, the Office of the Police and Crime Commissioner for Humberside is committed to making information available in the seven categories identified within the scheme, subject to legitimate charges and relevant exemptions.

The scheme commits the Office of the Police and Crime Commissioner (OPCC):-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the OPCC and falls within the categories of the scheme;
- To specify the information which is held by the OPCC and falls within the categories;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the OPCC makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public.

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

If you wish to obtain a copy of this Publication Scheme in other languages or alternative formats such as Braille and audio please contact the Office of the Police and Crime Commissioner for details.

#### **Classes of Information**

The OPCC 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 roles and responsibilities of the Commissioner, the structure of the Office of the Police and Crime Commissioner, details of all senior posts, the Independent Custody Visiting Scheme, and contact information for the Office of the Police and Crime Commissioner.

Availability: website ([www.humberside-pcc.gov.uk](http://www.humberside-pcc.gov.uk))

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, any commissioned work and financial audit. This will include budget information; annual accounts; annual audit letter; financial audit reports; financial regulations and delegations; information on the policing precept and information on other sources of income, including grants; our treasury management strategy; details of expenditure over £500; details of contracts with a value of more than £10,000; expenses and allowances claimed by the PCC, DPCC and senior staff.

Availability: website, post

Cost: free

## What Our Priorities Are and How We Are Doing

We will publish the Commissioner's Police and Crime Plan and annual report. We will also publish details on performance and reports by external inspectors and auditors. We will also publish the number of complaints and conduct issues that have been brought to the attention of the Police and Crime Panel.

Availability: website, post

Cost: free

## How We Make Decisions

We will publish our decision making processes and records of decisions, including our schedule of meetings open to the public, agendas, approved minutes and any background papers. Details of any public consultation events to be held will be made available including dates, times and venues.

Availability: website, post

Cost; free

## Our Policies and Procedures

We will publish information on how the office works including protocols, policies and procedures for delivering our services and responsibilities. This will include the policies and procedures for the conduct of our business, the provision of services,

procurement and commissioning arrangements, the employment of staff, complaints and records management.

Availability: website, post  
Cost: free

### Lists and Registers

We will publish any lists or registers that the Office of the Police and Crime Commissioner for Humberside currently maintains, including an asset register, register of interests, registers of gifts and hospitality and a disclosure log.

Availability: website, post  
Cost: free

### The Services We Offer

We will publish information about the services we offer, including leaflets, guidance and newsletters.

### **Responsibility for the Office of the Police and Crime Commissioner's Publication Scheme**

The Chief Executive of the Office of the Police and Crime Commissioner has overall responsibility for the Publication Scheme. Contact details are as follows:

Chief Executive  
Office of the Police and Crime Commissioner for Humberside  
The Lawns  
Harland Way  
Cottingham  
HU16 5SN

Tel: 01482 220787

Email: [pcc@humberside.pnn.police.uk](mailto:pcc@humberside.pnn.police.uk)

### **Charging for Publications**

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.

Chargeable on website — requests 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 the Office of the Police and Crime Commissioner without charge

Chargeable hard copy: indicates a bound paper copy or other product charged as shown in this Publication Scheme. We currently do not have any documents for which we charge however, 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

### **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:

Chief Executive  
Office of the Police and Crime Commissioner for Humberside  
The Lawns  
Harland Way  
Cottingham  
HU16 5SN

Tel: 01482 220787

Email: [pcc@humberside.pnn.police.uk](mailto:pcc@humberside.pnn.police.uk)

The Office will 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 20 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner at the following address:

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)

## **Requests for Personal Information**

Under Data Protection legislation, 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 legislation, “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 the Police and Crime Commissioner is the Data Controller**

Where the PCC is 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 data protection legislation. 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. 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 the Police and Crime Commissioner is not the “Data Controller”**

In many cases, it is the police and not the Police and Crime Commissioner who 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 the Police and Crime Commissioner. 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 Humberside Police you should contact: -

**Force Data Protection Officer  
Humberside Police Headquarters  
Priory Road  
Hull  
HU5 5SF  
Telephone: 101  
Email: [informationcomplianceunit@humberside.pnn.police.uk](mailto:informationcomplianceunit@humberside.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:

Chief Executive  
Office of the Police and Crime Commissioner for Humberside  
The Lawns  
Harland Way  
Cottingham  
HU16 5SN

Tel: 01482 220787

Email: [pcc@humberside.pnn.police.uk](mailto:pcc@humberside.pnn.police.uk)