

## PFCC Decision Report

Please ensure all sections below are completed

<b>Report reference number:</b> 013/2019
<b>Classification:</b> Not protectively marked
<b>Title of report:</b> Access to Information Policy
<b>Area of county / stakeholders affected:</b> All residents and stakeholders countywide
<b>Report by:</b> Pippa Brent-Isherwood (Chief Executive and Monitoring Officer) <b>Date of report:</b> 4 February 2019 <b>Enquiries to:</b> Darren Horsman (Assistant Director – Communications and Public Engagement) Anna Hook (Head of Performance and Scrutiny – Policing and Crime)

**1. Purpose of the report**

To approve the updated Access to Information Policy.

**2. Recommendations**

That the PFCC approves the updated Access to Information Policy attached.

**3. Benefits of the proposal**

The purpose of the Access to Information Policy is to explain people's legal rights to access information held by the OPFCC and how the OPFCC will deal with requests to access or amend this information.

**4. Background and proposal**

The published Access to Information Policy expired in November 2013, so is in urgent need of review.

The Access to Information Policy incorporates the OPFCC's Publication Scheme, which commits the Office to making certain information available as part of its

normal business activities. The Publication Scheme is based on a Model Publication Scheme approved by the Information Commissioner, and comprises seven main classes of information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services we offer

#### **5. Alternative options considered and rejected**

Whilst there is no statutory requirement to have an Access to Information Policy, the OPFCC is obliged by statute to comply with the requirements set out in the proposed policy. The Office could therefore chose not to adopt and publish the proposed policy, but this would result in the expectations and requirements being less clear to both staff and the public, and so is not recommended.

There is a statutory requirement for the OPFCC to have a Publication Scheme, so there is no alternative but to adopt either the scheme set out within the proposed Access to Information Policy or an amended scheme.

#### **6. Link to Strategic Objectives**

The PFCC has a statutory duty to comply with the requirements set out in the proposed Access to Information Policy and Publication Scheme, as detailed in Section 9 below.

#### **7. Police operational implications**

There are no operational implications for Essex Police arising from this decision.

#### **8. Financial implications**

There are no financial implication arising directly from the adoption of the updated Access to Information Policy, which seeks to make the maximum amount of information readily available at minimum inconvenience and cost to both the OPFCC and the public.

The Publication Scheme and the publications included in it will be provided to requestors free of charge either via the website or on request as a single printed copy. If multiple copies are requested, a cost may be charged to the requestor. Charges made by the OPFCC will be transparent and in line with the cost of providing the requested documents. Charges may also be made for information subject to a charging regime specified by Parliament.

#### **9. Legal implications**

The main statutory responsibilities placed upon the Commissioner in relation to the publishing of and access to information derive from the following legislation:

- The Freedom of Information (FOI) Act 2000, which gives a general right of access to all types of recorded information held by public authorities and sets out exemptions from that right. The FOI Act requires all public authorities to have a Publication Scheme setting out the information they routinely make publicly available and the method by which it will be published.
- The Environmental Information Regulations (EIR) 2004, which give individuals a right to request environmental information from the OPFCC and other public authorities.
- The Police Reform and Social Responsibility Act 2011, which requires the Commissioner to publish a Police and Crime Plan and an Annual Report.
- The Elected Local Policing Bodies (Specified Information) Order 2011, which specifies other information and documents that Police and Crime Commissioners are required to publish.
- The Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017, which amended the above to take into account joint governance arrangements for police and fire and rescue services.
- The Data Protection Act 2018, which places obligations on public authorities with regard to the personal data they process about any living individual.

The policy is supported and supplemented by guidance issued by the Information Commissioner's Office (ICO) and relevant Government departments from time to time.

#### **10. Staffing implications**

Various responsibilities and obligations of staff are set out within the proposed policy, under "Roles and Responsibilities". If any member of staff is unclear as to what they should do on receipt of a request for information, they should contact either the Chief Executive, the Assistant Director (Communications and Public Engagement) or the Head of Performance and Scrutiny (Policing and Crime) (as the OPFCC's Data Protection Officer).

#### **11. Equality and Diversity implications**

Information will be provided to requestors in the language in which it is held or in such other language as is legally required. Where the OPFCC is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation, and any other legislation relating to the provision of information in alternative forms and formats, will likewise be adhered to when providing information in accordance with the Policy.

#### **12. Risks**

Failure to have in place a Publication Scheme would constitute a breach of the Commissioner's statutory duty. Whilst the OPFCC has a published Publication Scheme, this is in need of updating.

**13. Governance Boards**

The updated Access to Information Policy was approved in principle by the OPFCC SMT on 22 January 2019.

**14. Background papers**

Appendix 1 –Updated Access to Information Policy

**Report Approval**

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign:  .....

Print: P. BEST - SHERWOOD .....

Date: 4th February 2019 .....

Chief Finance Officer / Treasurer

Sign:  .....

Print: ..... A. SMITH ..... GOLF .....

Date: ..... 4/2/19 .....

**Publication**

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

.....  
.....

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

**Redaction**

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES   
NO

2. Of Appendix? YES   
NO

If 'YES', please provide details of required redaction:

.....  
.....

Date redaction carried out: .....

**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign: .....

Print: .....

**Chief Executive/Treasurer**

**Decision and Final Sign Off**

I agree the recommendations to this report:

Sign: ..... *[Handwritten Signature]*

Print: ..... *R.C. Hirst*

**PFCC/Deputy PFCC**

Date signed: ..... *11/2/19* .....

I do not agree the recommendations to this report because:

.....  
.....  
.....

Sign: .....

Print: .....

**PFCC/Deputy PFCC**

Date signed: .....

**OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER  
 FOR ESSEX**

**ACCESS TO INFORMATION POLICY**

Version Control	Version 5.0	January 2019
Next Review Date	D Horsman	January 2020
Reviewed By	P Brent-Isherwood	January 2019
Reviewed By	D Horsman / A Hook	August 2018
Reviewed By	D Horsman	September 2017
Reviewed By	C Fry	July 2017
Policy owner	D Horsman	
First Published	J Drewett	November 2012

**Version history**

Version	Date	Reason for review	Comments
1.0	Nov 2012		First publication
1.1	Feb 2016	Update of policy	Minor amendments
2.0	Jul 2017	Update of policy	Minor amendments
3.0	Sept 2018	Rewrite of policy to incorporate GDPR legislation and widen into a Access to Information Policy	Significant rewrite
4.0	Oct 2018	Inclusion of all information within the Specified Information Order	Significant inclusion of additional information in publication scheme
5.0	Jan 2019	Review by the Monitoring Officer	Section added regarding Roles and Responsibilities.  Details added regarding sensitive personal information, and requests to rectify, erase or restrict the processing

			<p>of data.</p> <p>Section added relating to requests made under the Environmental Information Regulations 2004.</p> <p>Subject Access Request Form added as Appendix 1.</p>
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## Introduction

The Office of the Police, Fire and Crime Commissioner (OPFCC) for Essex is committed to making information available to the public to help you know what the office does, how it works and to help you hold us to account.

This policy explains the legal rights that the public have to access information that the OPFCC holds and how it deals with requests for information.

This policy is supported by the guidance issued by the Information Commissioner's Office (ICO) (available to view at <https://ico.org.uk>) and the principles and practice as set out in the General Data Protection Regulation (GDPR)

This policy will explain how we publish information and your right to request information that isn't currently published. It also outlines how you can make these requests. Your rights with regard to information include:

- **Freedom of Information (FOI) request**

The Freedom of Information Act 2000 provides public access to information held by public authorities.

- **Subject Access Request (SAR)**

You have the right to find out if an organisation is using or storing your personal data. This is called the right of access. You exercise this right by asking for a copy of the data, which is commonly known as making a 'subject access request'.

- **Rectification of data request**

You can challenge the accuracy of personal data held about you by an organisation, and ask for it to be corrected or deleted. This is known as the 'right to rectification'.

- **Erasement request**

You have the right to have personal data erased. The right to erasure is also known as 'the right to be forgotten'.

- **Restriction of processing request**

You have the right to request the restriction or suppression of your personal data. This is not an absolute right and only applies in certain circumstances.

- **Data portability request**

You have the right to obtain and reuse your personal data for your own purposes across different services. Doing this enables you to take advantage of applications and services that can use this data to find you a better deal or help you understand your spending habits. This right only applies to information you have provided to a controller.

## **Roles and Responsibilities**

This policy applies to all staff employed within the Office of the Police, Fire and Crime Commissioner (OPFCC) for Essex, whether permanently or temporarily. All staff have a responsibility to recognise a request for information which falls within the scope of this policy, and to adhere to both the policy and to wider data protection and freedom of information legislation and principles when working with personal and sensitive data during the course of their work. All staff are also responsible for ensuring that information collected and created in the course of their day to day duties is accurate, appropriate and managed in a manner consistent with legislation and regulations and which facilitates efficient retrieval of information.

The policy also applies to all those working on behalf of the OPFCC, including:

- Contractors, sub-contractors and consultants engaged by the OPFCC;
- Volunteers engaged by the OPFCC,
- Employees of partner or subsidiary organisations whilst working or engaged on OPFCC business.

The Chief Executive and Monitoring Officer has overall responsibility for the operation of the Access to Information Policy and the Publication Scheme that is incorporated within it. All staff should be alert to any problems that occur with the security, accuracy or disclosure of information under this policy, and bring any concerns to the attention of the Chief Executive.

Day-to-day responsibility for managing and maintaining the Access to Information Policy and Publication Scheme is held by the Assistant Director (Communications and Public Engagement).

The first point of contact to access information under the rights described above is the Data Protection Officer (DPO). The Data Protection Officer for the OPFCC is the Head of Performance and Scrutiny (Policing and Crime) and can be contacted at the following address:

All of the officers referenced above can be contacted via:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

Telephone 01245 291600

E-mail [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

## **Part One**

### **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.

### **Freedom of Information Act (Fol) Requests**

Where information isn't already published you can make a request for the information under the Freedom of Information Act. You can make a request by contacting the Office of the Police, Fire and Crime Commissioner at the following address:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

Telephone 01245 291600  
E-mail [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

If asked we are required to:

- Notify the requestor in writing whether the OPFCC holds the information requested, and
- If it is held, provide the requested information to the applicant within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

### **The Publication Scheme**

In the interests of accountability and transparency the Office of the Police, Fire and Crime Commissioner makes a great deal of information publicly available. Much of this information can be accessed via the OPFCC website at [www.essex.pfcc.police.uk](http://www.essex.pfcc.police.uk) and is also outlined in the Essex OPFCC Publication Scheme in Part Two of this policy. This includes information on the performance of Essex Police and Essex County Fire and Rescue Service, minutes and papers of boards and committees and all OPFCC policies.

Under the FOI Act 2000 all public authorities must have a Publication Scheme setting out the information they routinely make publicly available and the method by which it will be published. A hard copy of our Publication Scheme or any of the publications contained in our list of publications set out in Part Three may be obtained by contacting:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

Telephone: 01245 291600

E-mail: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

The Publication Scheme and the publications included in it are provided free of charge either via the website or as a single printed copy. If multiple copies are requested there may be a cost. This will be in line with the cost of providing the requested documents. Charges may also be made for information subject to a charging regime specified by Parliament. If a charge is to be made, the payment due will be confirmed before the information is provided. Payment may be requested prior to provision of the information.

The information covered by the Publication Scheme will not generally include:

- Information the disclosure of which is prevented by law or exempted under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form, and
- Information that is no longer readily available.

### **The Specified Information Order**

The Police, Fire and Crime Commissioner also has a statutory duty to publish documents and information set out in the Elected Local Policing Bodies (Specified Information) Order 2011. Following the introduction of Joint Governance of Essex Police and Essex County Fire and Rescue Service in October 2017 this order was amended. These amendments are listed in schedule one of The Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017. The information the OPFCC is required to publish under the Order is included in the Publication Scheme.

### **The General Data Protection Regulation (GDPR) and the Data Protection Act 2018**

The Data Protection Act 2018 sets new standards for protecting general data, in accordance with the GDPR, giving people more control over the use of their data and providing them with new rights to move or delete personal data.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 give you certain rights to access data that organisations hold about you. It also says those who

record and use personal information must be open about how the information is used and must follow the six principles of 'good information handling'.

The six data protection principles say that an individual's data must be:

Principle 1 - Lawful, fair and transparent

Principle 2 – Specified, explicit, legitimate

Principle 3 – Adequate, relevant and limited to what is necessary.

Principle 4 – Accurate, up to date

Principle 5 – Kept no longer than necessary

Principle 6 – Processed in a secure manner

For the purpose of the GDPR and Data Protection Act 2018, "personally identifiable data" is information that relates to a living identifiable person. The law and other regulations treat some types of personal information (such as information concerning racial or ethnic origin, sexual orientation or religious beliefs) as "special categories". Such information is afforded higher levels of protection and the OPFCC needs to have greater justification for processing it. We may process special categories of information in the following circumstances:

- With the subject's consent;
- Where this is necessary in order to fulfil our legal obligations;
- Where this is needed in the public interest;
- Where this is needed in relation to legal claims;
- Where this is needed to protect the subject's interests (or someone else's), or
- Where the subject has already made the information public.

### **Subject Access Requests (SARs)**

You can request access to the personal data we hold about you by completing, signing and returning the Subject Access Request Form attached at Appendix 1, along with a copy of the identification documents detailed on the form. If you are unable to print the form, we can send one out to you on request.

Alternatively, you may write to:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

E-mail: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

Please state what information you need and provide enough detail for us to be able to locate this information. Please also provide proof of identification, as specified on the Subject Access Request Form.

It is possible to make a verbal request (either by attending our offices or telephoning 01245 291600) but you will still need to provide us with all relevant information to enable us to

process your request as well as proof of your identity before we can proceed. It is important that we are able to verify your identity as the requestor if we are to provide this information safely and safeguard you against criminal activities, including illicit access to your information.

Where subject access is requested, we will provide the information we hold within 40 calendar days of receiving the request.

Some exemptions exist to prevent us disclosing personal information to you in certain circumstances. These include:

- The prevention and detection of crime
- The apprehension and prosecution of offenders
- The interest of national security

### **Other Requests relating to your Personal Data**

You have the right to request rectification of any personal information we hold about you that you believe is inaccurate, out of date or incomplete. If you exercise this right, the OPFCC will take reasonable steps to check the accuracy of the data it holds and, if appropriate, correct and / or complete this.

You also have the right to object to our use of the personal information we hold about you in certain circumstances, and to ask us to stop using your information. You can also request that we restrict the use of your personal information where there is a dispute in relation to the accuracy or processing of the information. Where such a restriction is applied, the OPFCC will notify the data subject before lifting it.

Finally, if you feel that we should no longer be using your personal information, you can request that we erase the information we hold about you. Erasure requests are likely to be valid if:

- The data is no longer needed for the purpose for which it was originally collected;
- Consent to process the data has been withdrawn;
- The OPFCC has no proportionate, legitimate interest in processing the data;
- The data is being unlawfully processed, and / or
- There is a legal obligation to erase the data.

When we receive such a request, we will immediately restrict processing pending our decision as to whether to cease or continue this. Once this decision is made, we will confirm whether the personal information we hold about you has been deleted, or tell you the reason why we cannot do so. There may be legal reasons why we need to retain your personal information.

To exercise any of the above rights, please contact:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham

Essex  
CM8 3HB

Telephone 01245 291600  
E-mail [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

### **Requests under the Environmental Information Regulations (EIR) 2004**

A request for information under the Environmental Information Regulations (EIR) should be sent in writing to:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

E-mail: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

The OPFCC is obliged to respond to EIR requests within 20 working days, or within 40 working days if the request is complex or voluminous.

Wherever possible, information requested under the EIR will be provided free of charge, however the OPFCC is entitled to make a charge it considers "reasonable" for providing copies of requested information. The principles applied will generally be the same as those applied in relation to Freedom of Information requests. Requestors will be advised of any charges payable on receipt of their request by the OPFCC.

There are certain categories of information which the OPFCC may not be obliged to disclose if they fall within the exemptions set out within the EIR.

### **Complaints and Concerns**

If you believe that your request has not been dealt with properly, you may raise this with us by contacting or visiting:

Office of the Police, Fire and Crime Commissioner for Essex  
Top Floor  
Kelvedon Park  
Rivenhall, Witham  
Essex  
CM8 3HB

Telephone 01245 291600  
E-mail [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

Complaints will be acknowledged within five working days and the OPFCC aims to resolve complaints within 20 working days of receipt.



If you remain dissatisfied with the response received, an internal review may be requested. We aim to complete internal reviews and respond within 20 working days of receipt of the request for review. In some circumstances (for example, where the matter is particularly complex), the review may take longer. The requestor will be kept informed if it is anticipated that the review will take more than 20 working days.

If the internal review concludes that information requested that was initially withheld should be disclosed to you, the relevant information will be provided as soon as is reasonably practicable and you will be advised as to how long it is anticipated this will take.

If you are not satisfied with the outcome of the internal review, you may 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

The Information Commissioner is empowered to assess whether there has been a failure to comply with the GDPR, the Data Protection Act and / or the Freedom of Information Act.

In the case of Freedom of Information Act Requests you should raise your concern to the OPFCC in the first instance.

## Part Two – The Publication Scheme

### Introduction

We aim to publish as much information as possible about our work, 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, fire and rescue services because information is commercially sensitive, or because it contains information exempt under the Data Protection Act 2018 or the Local Government Act 1972. Where this is the case we may explain what information has been withheld and why.

For each class we briefly define the information contained in that class, the format in which it is available and whether the class includes chargeable material. Chargeable material is indicated by a £ sign.

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.

The OPFCC publishes, or intends to publish, information under the following classes:

Classes of information:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how are we doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and Registers.
7. Services we offer.

Information published by the OPFCC includes, but is not limited to the following:

<b>Class &amp; Definition</b>
<b>WHO WE ARE AND WHAT WE DO</b> <b>Role and responsibilities of the OPFCC for Essex</b> Information published by the PFCC which explains our role and statutory responsibilities, including the appointment of the Chief Constable and Chief Fire Officer;  details of our governance structure;  information about the structure of the Independent Custody Visiting Scheme and

## **Class & Definition**

details of the scheme.

### **Staff structure of the OPFCC**

Basic information about our staff structure, including a brief outline of responsibilities and a chart setting out the structure in diagrammatic form;

details of statutory roles, for example with regard to the Chief Executive and Section 151 Officer;

information as to any arrangements for use by the Commissioner of the staff of the Chief Constable of Essex Police or of a local authority under either the duty of the chief officer of the police force to provide assistance to the Commissioner to discharge his / her functions and / or the power of a local authority to provide administrative, professional or technical services to the Commissioner under section 1(1) of the Local Authorities (Goods and Services) Act 1970.

### **Contact Information**

The central contact details for general enquiries

### **Other Appointments**

Independent Custody Visiting information including the application process and custody visiting policy;

Working arrangements;

Chief Constable and Chief Fire Officer appointments.

### **Partnerships**

Details of our partnership plans including those relating to community safety in the areas within Essex where the PFCC is a responsible authority in terms of the Crime and Disorder Act 1998.

We also make available documents in respect of other partnerships on which the PFCC sits such as the Essex Criminal Justice Board or explain where those documents are available.

## **WHAT WE SPEND AND HOW WE SPEND IT**

### **Summary of revenue and capital estimates of the PFCC**

The spending plans for each financial year for the OPFCC, Essex Police and Essex County Fire and Rescue Service, including the council tax level for that year and any anticipated sources of revenue other than the precept.

## **Class & Definition**

### **Annual Statements of Accounts**

The income and expenditure for each year, together with the balance sheet as at 31 March and other supporting financial statements. The auditors' opinion is also set out in the statement.

### **Council Tax**

A summary of spending plans, government grants and current tax levels for each financial year.

### **Medium Term Financial Strategy**

The OPFCC's overall spending plans and funding sources for the medium term (3 – 5 years).

### **Expenses and allowances paid to senior employed staff**

The current scheme of allowances and expenses for approved duties of the PFCC and senior staff of the Office of the PFCC.

### **Annual Audit Letter**

The report of the external auditor to the PFCC, setting out the auditors' key findings and any recommendations

### **Internal financial regulations and delegated authority**

How the PFCC's financial resources are controlled and accounted for

## **WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

### **Strategic Plans and Local Objectives**

All policing and crime and Fire and Rescue plans, including the Police and Crime Plan, Fire and Rescue Plan, the Annual Report, and the Fire Statement;

### **Reports on service provision, performance assessments and operational assessments**

All reports considered at public meetings of the PFCC;

Reports showing Essex Police and Essex County Fire and Rescue Service performance against the objectives of the Police and Crime Plan and Fire and Rescue Plan.

### **Reports by external inspectors**

Reports on inspections carried out by external bodies such as Her Majesty's Inspector

## **Class & Definition**

of Constabulary and Fire and Rescue Services (HMICFRS)

### **Statistical information provided to the PFCC**

Information about the monitoring and scrutiny role of the PFCC including statistical information supplied to the PFCC through public meeting arrangements;

Reports in respect of performance and statistical information on sickness absence, recruitment and staffing targets, secondments, grievance and employment tribunal cases. No information will be made available that may make an individual personally identifiable.

### **HOW WE MAKE DECISIONS**

#### **Schedule of meetings open to the public**

Advance publication of all our formal public meetings;

Details of public consultation events, arrangements for consulting the public and information about dates and venues of any planned public meetings.

#### **Agendas and approved minutes**

Information about how we carry out our work and make decisions through meetings, including agendas and minutes, except information which is exempt under the provisions of the Local Government Act 1972

#### **Background papers for meetings open to the public**

Agendas and reports, including a list of background papers, to be considered at those meetings, and to be made available a minimum of 5 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or information which is exempt under the provisions of the Local Government Act 1972; the names of any regular groups, panels or project boards and their terms of reference.

#### **Facts and analyses of facts used for decision making**

Information supporting the decision making process such as equality impact assessments.

#### **Public Consultations**

Information about our arrangements for consulting and engaging in dialogue with local people about policing and fire and rescue issues or the wider work of the PFCC, including:

our current strategy for engaging in consultation and dialogue with local people;

## **Class & Definition**

surveys or other consultation or community engagement initiatives we carry out including both with local communities and our own staff;

the names of any standing consultative groups or forums administered by the PFCC, including any organisations represented on those groups;

how the public can provide their views on policing and fire and rescue issues or the wider work of the PFCC, Essex Police or Essex County Fire and Rescue Service;

the results of our consultation and other initiatives and how we have taken these into account in our work;

any current community safety grant schemes we operate, grants made, the procedure for applying and the process and criteria for deciding whether to award a grant.

## **OUR POLICIES AND PROCEDURES**

### **Policies and procedures for the conduct of the PFCC's business**

The Constitutions, our delegation arrangements and schemes of delegation, Independent Custody Visiting Scheme, and other policies in place which have been formally approved and set out the broad principles of our approach to making decisions or dealing with particular aspects of our work

### **Policies and procedures for the provision of services**

Details of our Freedom of Information Publication Scheme including any charging policy in relation to the copying and provision of documents

### **Policies and procedures about the employment of staff**

Additional information to that provided under the 'Staff Structure of the PFCC', including equality information.

### **Customer Service**

Information regarding our complaints procedure and whistleblowing policy when the complaint is against the actions of the Chief Constable or the Chief Fire Officer;

Information regarding Essex Police's and Essex County Fire and Rescue Service's complaints processes;

Information regarding our complaints procedure when the complaint is against the actions of the PFCC;

Information about our complaints procedure when the complaint is about a member of PFCC staff or a breach of the Code of Conduct by such;

Advice on directing the complaint through the Ombudsman where certain

## **Class & Definition**

circumstances apply;

Information about our minimum standards for responding to requests for information.

### **Records management and personal data policies**

Information in respect of security policies, our records retention, destruction and archive policies;

our data protection policies

### **LISTS AND REGISTERS**

The Register of Interests;

The Register of Gifts and Hospitality;

The Freedom of Information Act Disclosure Log summarises information which has been disclosed following a request under the Freedom of Information Act 2000.

### **SERVICES WE OFFER**

#### **Information about the provision of the PFCC's services**

The PFCC's business plan which sets out the service provided by the PFCC;

information about how the PFCC works with other statutory and voluntary partners, for example Community Safety Partnerships and the Essex Criminal Justice Board

#### **Leaflets and Explanatory Booklets**

In support of the Police and Crime Plan, Fire and Rescue Plan and the Annual Report and Fire Statement, leaflets such as the council tax document, police and fire and rescue service standards and various advice and public briefing notices that may be issued from time to time.

#### **Media Releases**

Regular press and media releases published through the PFCC website;

Other publicity material.

#### **Services for which the PFCC is entitled to recover a fee**

(Please note: all information is available electronically, in hard copy format and on the OPFCC website unless noted. Any cost or charge for information is discretionary (see Part Three for the Publications List), unless the information specified is subject to a charging regime specified by Parliament).

## Part Three - List of Publications

Unless otherwise indicated publications are available, free of charge from:

Office of the Police, Fire and Crime Commissioner for Essex  
 Top Floor  
 Kelvedon Park  
 Rivenhall, Witham  
 Essex  
 CM8 3HB  
 Telephone: 01245 291600  
 E-mail [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

To include the following papers:

TITLE	DESCRIPTION	FORMAT	CLASS
<b>PFCC Group Annual Report</b>	Annual Report on performance against the PFCC's Police and Crime Plan. Gives details of PFCC progress against objectives including the performance of Essex Police and the work of partners  <a href="http://www.essex.pfcc.police.uk/police-and-crime-plan/annual-report/">http://www.essex.pfcc.police.uk/police-and-crime-plan/annual-report/</a>	Electronic / hard copy / Essex Police website	What our priorities are and how are we doing
<b>PFCC Fire and Rescue Authority Fire Statement / Annual Report</b>	Fire Statement / Annual Report on performance against the PFCC's Fire and Rescue Plan. Gives details of progress against objectives including the performance of Essex County Fire and Rescue Service.  <a href="http://www.essex.pfcc.police.uk/wp-content/uploads/2018/12/Fire-and-Rescue-Annual-Report-2017-2018-FINAL.pdf">http://www.essex.pfcc.police.uk/wp-content/uploads/2018/12/Fire-and-Rescue-Annual-Report-2017-2018-FINAL.pdf</a>	Electronic / hard copy / Essex County Fire and Rescue Service website	What our priorities are and how are we doing
<b>Background papers</b>	Background papers are documents which relate to the subject matter of a report, disclose any fact or matter on which the report is based and have been relied upon to a material extent in preparing the report but exclude any published work.  <a href="http://www.essex.pfcc.police.uk/finance-reporting/">http://www.essex.pfcc.police.uk/finance-reporting/</a>	Electronic / hard copy	How we make decisions



TITLE	DESCRIPTION	FORMAT	CLASS
<b>Calendar of Meetings</b>	Details (dates, times and locations) of the PFCC's public meetings  <a href="http://www.essex.pfcc.police.uk/events/">http://www.essex.pfcc.police.uk/events/</a>	Electronic. Website lists public meetings only	How we make decisions
<b>Community Engagement Strategy</b>	Charter, principles and outcome of engagement activity  <a href="http://www.essex.pfcc.police.uk/engaging-with-essex/">http://www.essex.pfcc.police.uk/engaging-with-essex/</a>	Electronic / hard copy	How we make decisions
<b>Complaints against the PFCC</b>	The number of complaints that have been brought to the attention of the relevant officer holder by the Police, Fire and Crime Panel  <a href="http://www.essex.pfcc.police.uk/complaints-and-complaints/">http://www.essex.pfcc.police.uk/complaints-and-complaints/</a>	Electronic / hard copy	Our policies and procedures
<b>Complaints process</b>	Explanation of how complaints against the Chief Fire Officer and Chief Constable will be handled and directions for complaints against Essex Police and Essex County Fire and Rescue Service.  <a href="http://www.essex.pfcc.police.uk/complaints-and-complaints/">http://www.essex.pfcc.police.uk/complaints-and-complaints/</a>	Electronic / hard copy	Our policies and procedures
<b>Codes of Conduct</b>	Guidance: <a href="http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/">http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/</a>  Staff Code of Conduct: <a href="http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/">http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/</a>	Electronic / hard copy	Our policies and procedures
<b>Disclosure Log</b>	Summary of FOI requests  <a href="http://www.essex.pfcc.police.uk/reporting/freedom-of-information/">http://www.essex.pfcc.police.uk/reporting/freedom-of-information/</a>	Electronic / hard copy	Lists and Registers
<b>Dog Welfare Visitor Scheme</b>	Overview of programme and contact details  <a href="http://www.essex.pfcc.police.uk/giving-you-a-voice/dog-welfare-lay-visiting/">http://www.essex.pfcc.police.uk/giving-you-a-voice/dog-welfare-lay-visiting/</a>	Electronic / hard copy	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
<b>PFCC Accounts (including PFCCFRA)</b>	Statement of Accounts <a href="http://www.essex.pfcc.police.uk/reporting/satement-of-accounts/">http://www.essex.pfcc.police.uk/reporting/satement-of-accounts/</a>	Electronic / hard copy	What we spend & how we spend it
<b>Police and Crime Plan</b>	See Annual Report <a href="http://www.essex.pfcc.police.uk/police-and-crime-plan/police-and-crime-plan/">http://www.essex.pfcc.police.uk/police-and-crime-plan/police-and-crime-plan/</a>	Electronic / hard copy / Essex Police website	What are our priorities and how are we doing
<b>Fire and Rescue Plan</b>	To be added once published	Electronic / hard copy	What are our priorities and how are we doing
<b>Integrated Risk Management Plan</b>	<a href="http://www.essex-fire.gov.uk/About_Us/IRMP_2016-2020/">http://www.essex-fire.gov.uk/About_Us/IRMP_2016-2020/</a>	Electronic / hard copy / Essex County Fire and Rescue Service website	What are our priorities and how are we doing
<b>PFCC reports to the Police, Fire and Crime Panel</b>	Reports to the Police, Fire and Crime Panel <a href="http://www.essex.pfcc.police.uk/our-role/police-crime-panel/">http://www.essex.pfcc.police.uk/our-role/police-crime-panel/</a> <a href="https://cmis.essexcc.gov.uk/Essexcmis5/Committees/tabid/94/ctl/ViewCMIS_CommitteeDetails/mid/483/id/127/Default.aspx">https://cmis.essexcc.gov.uk/Essexcmis5/Committees/tabid/94/ctl/ViewCMIS_CommitteeDetails/mid/483/id/127/Default.aspx</a>	Electronic / hard copy / PFCC website	How we make decisions
<b>Agendas and Reports</b>	Current agendas and associated reports of the PFCC <a href="http://www.essex.pfcc.police.uk/finance-reporting/boards/">http://www.essex.pfcc.police.uk/finance-reporting/boards/</a>	Electronic / hard copy / PFCC website (subject to security restrictions)	How we make decisions
<b>PFCC Constitutions</b>	Refers to how the OPFCC conducts business Police and Crime: <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy / PFCC website	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
	Fire and Rescue: <a href="https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf">https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf</a>		
<b>PFCC Meeting Minutes</b>	Minutes of PFCC meetings  <a href="http://www.essex.pfcc.police.uk/finance-reporting/">http://www.essex.pfcc.police.uk/finance-reporting/</a>	Electronic / hard copy / PFCC website	How we make decisions
<b>Scheme of Delegation</b>	Refers to delegation by the PFCC to the chief constable and chief executive (it does not refer to delegation of matters within the Chief Constable's remit)  <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy	Our policies and procedures
<b>PFCC &amp; Essex Police Joint Information Sharing Protocol</b>	Defines the protocols governing the working relationship between the PFCC and Essex Police. This is within the Constitution.  <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy	Our policies and procedures
<b>PFCC &amp; Essex County Fire and Rescue Service Joint Information Sharing Protocol</b>	Defines the protocols governing the working relationship between the PFCC and ECFRS. This is within the Constitution.  <a href="https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf">https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf</a>	Electronic / hard copy	Our policies and procedures
<b>PFCC &amp; Police, Fire and Crime Panel Joint Information Sharing Protocol</b>	Defines the protocols governing the working relationship between the PFCC and the Police and Crime Panel. This is within the Constitutions  <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>  <a href="https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf">https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf</a>	Electronic / hard copy	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
<b>Financial regulations (inc. contract standing orders)</b>	PFCC financial regulations <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy	What we spend and how we spend it
<b>Freedom of Information Act 2000 Publication Scheme</b>	The scheme sets out the information the PFCC routinely makes publicly available <a href="http://www.essex.pfcc.police.uk/reporting/freedom-of-information/">http://www.essex.pfcc.police.uk/reporting/freedom-of-information/</a>	Electronic / hard copy / website	Our policies & procedures
<b>PFCC and DPFCC details</b>	Names, contact details and salaries <a href="http://www.essex.pfcc.police.uk/our-team/pfcc-dpfcc/">http://www.essex.pfcc.police.uk/our-team/pfcc-dpfcc/</a> <a href="http://www.essex.pfcc.police.uk/contact-us/">http://www.essex.pfcc.police.uk/contact-us/</a>	Electronic / hard copy / website	Who we are and what we do
<b>PFCC Senior Officers including Monitoring Officer and Section 151 Officer</b>	Names; job title; responsibilities; salary (only staff with salary in excess of £58,200) <a href="http://www.essex.pfcc.police.uk/our-team/">http://www.essex.pfcc.police.uk/our-team/</a>	Electronic / hard copy / website	Who we are and what we do
<b>PFCC Record Retention and Disposal Policy</b>	Record Retention and Disposal Policy <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy / website	Our policies and procedures
<b>Health &amp; Safety Policy</b>	PFCC Health & Safety Policy <a href="http://www.essex.pfcc.police.uk/finance-reporting/publications/">http://www.essex.pfcc.police.uk/finance-reporting/publications/</a>	Electronic / hard copy	Our policies and procedures
<b>Independent Custody Visitors Scheme</b>	Annual report, procedure, policies <a href="http://www.essex.pfcc.police.uk/giving-you-a-voice/independent-custody-visiting/">http://www.essex.pfcc.police.uk/giving-you-a-voice/independent-custody-visiting/</a>	Electronic / hard copy	Who we are and what we do
<b>PFCC Register of Interests,</b>	A register of the PFCC's interests, expenses and allowances	To view in the Chief	Lists and Registers

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>CLASS</b>
<b>expenses and allowances</b>	<a href="http://www.essex.pfcc.police.uk/finance/dis-closable-interests/">http://www.essex.pfcc.police.uk/finance/dis-closable-interests/</a>	Executive's office Hard Copy	
<b>Media/News Releases</b>	<a href="http://www.essex.pfcc.police.uk/news/">http://www.essex.pfcc.police.uk/news/</a>	Electronic / hard copy	Services we offer
<b>Location of police stations and opening hours</b>	List of police stations, addresses and opening hours  <a href="https://www.essex.police.uk/contact-us/police-stations/">https://www.essex.police.uk/contact-us/police-stations/</a>	Electronic (Essex Police website)	What we are and what we do
<b>Asset and information registers</b>	Essex Police Property Portfolio  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	Lists and registers
<b>Asset and information registers</b>	Essex County Fire and Rescue Service Property Portfolio  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	Lists and registers
<b>Contracts</b>	All contracts to which the Commissioner is a party  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	What we spend and how we spend it
<b>Contracts currently being tendered with a value over £10K</b>	All procurement tenders over £10,000 for both Essex Police and Essex County Fire and Rescue Service  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	What we spend and how we spend it
<b>Organisation information</b>	Staff numbers and the proportion who are women, members of an ethnic minority, and who have a disability. Organisational Structure chart  <a href="http://www.essex.pfcc.police.uk/our-team/">http://www.essex.pfcc.police.uk/our-team/</a>	Electronic	What we spend and how we spend it
<b>ECFRS organisation</b>	Staff numbers and the proportion who are women, members of an ethnic minority,	Electronic	What we spend and how we

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>FORMAT</b>	<b>CLASS</b>
<b>information</b>	and who have a disability  <a href="http://www.essex-fire.gov.uk/About_Us/Our_Information_and_Data/">http://www.essex-fire.gov.uk/About Us /Our Information and Data/</a>		spend it
<b>Details of overt CCTV surveillance cameras</b>	List of ANPR cameras/process for putting in place  <a href="https://www.essex.police.uk/about-us/anpr/">https://www.essex.police.uk/about-us/anpr/</a>	Electronic	Lists and registers
<b>Decisions</b>	Details of all decisions with a significant public interest taken by the PFCC, and description of the purpose of the decision.  <a href="http://www.essex.pfcc.police.uk/finance-reporting/decision-making-fire-rescue/">http://www.essex.pfcc.police.uk/finance-reporting/decision-making-fire-rescue/</a>  <a href="http://www.essex.pfcc.police.uk/decision-making/">http://www.essex.pfcc.police.uk/decision-making/</a>	Electronic	How we make decisions
<b>Decision Making Policy</b>	Policy for making decisions  <a href="http://www.essex.pfcc.police.uk/wp-content/uploads/2018/09/2018-Decision-Making-Policy-v3.pdf">http://www.essex.pfcc.police.uk/wp-content/uploads/2018/09/2018-Decision-Making-Policy-v3.pdf</a>	Electronic	How we make decisions
<b>Expenditure over £500</b>	All items of expenditure over £500 by Essex County Fire and Rescue Service  <a href="http://www.transparency.essex-fire.gov.uk/invoices/">http://www.transparency.essex-fire.gov.uk/invoices/</a>  All items of expenditure over £500 by Essex Police  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	What we spend and how we spend it
<b>Treasury Management Strategy</b>	Annual investment strategy  <a href="http://www.essex.pfcc.police.uk/finance/items-of-expenditure/">http://www.essex.pfcc.police.uk/finance/items-of-expenditure/</a>	Electronic	What we spend and how we spend it

## Appendix 1

### DATA PROTECTION ACT 2018 – SUBJECT ACCESS REQUEST

Please read the following information carefully before completing the application.

This guidance relates to the submission and completion of requests for information held by the Office of the Police, Fire and Crime Commissioner (OPFCC) i.e. 'locally held' personal information only.

#### Your subject access rights (to 'locally held' information)

You have a right to be told whether any information is held about you and a right to access a copy of that information, unless certain exemptions apply. This will be provided within 40 calendar days after receipt of a fully completed form and satisfactory proof of identity. The legislation allows us to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

Information may not have to be provided if someone else can be identified in or from the information requested. If you think that information might be held about you that may identify or have been provided by another person, you may want to get that person's written agreement to enable the information to be given to you. In addition to their consent, they will also need to provide two proofs of identity

#### The Police, Fire and Crime Commissioner's rights

The provisions of the Data Protection Act mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to prejudice a criminal investigation, and we may not provide you with information that identifies other individuals. The information you provide on this form will be used for processing your request.

#### What to do next

- a. Complete **Sections 1 - 7 overleaf**.
- b. Provide **Proof of Identity**. To help establish your identity this application must be accompanied by copies of **two** official documents which between them clearly show your **name, current postal address, date of birth and signature**, for example: birth certificate, driving licence, passport, medical card, bank statement, utility bill, rent agreement. If you have changed your name, please supply relevant documents evidencing the change.

**DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.** It will assist with processing your application if one of the documents is a photographic identity document such as your passport or driving licence.

The OPFCC reserves the right to request original documentation in some cases. Where original documents are requested, they will be returned by registered post.

The completed form and proof of identity should be sent to:

Office of the Police, Fire and Crime Commissioner

Subject Access Request

Top Floor, Kelvedon Park

Rivenhall, Witham

Essex

CM8 3HB

Email: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

#### What happens next?

The OPFCC will process your request and send a response to the address provided in section 4. Due to the Data Protection Act 2018, the OPFCC will be unable to provide you with information contained on OPFCC systems over the telephone or by email prior to completion of your request.

#### Advice and assistance

Should you require advice or guidance in completing the application or in respect of appropriate identity documents, please contact the above address or telephone 01245 291600.



## SUBJECT ACCESS REQUEST FORM

Please note that the information supplied in connection with this application will be used for the purpose of administering this request and to ensure the accuracy of OPFCC systems.

Please note that fields marked \* are mandatory

1 Personal information	
<b>1.1 *Title:</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (specify)
<b>1.2 *ALL forename(s)/given name(s):</b>	
<b>1.3 * Surname/Family name:</b>	
<b>1.4 *Have you ever used or been known by any other names?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered Yes to the question above, please provide a list of all your previous names below, including maiden/married names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question may delay processing of your request. If you run out of space, please supply any additional information on a separate sheet</p> <p><b>Please provide surnames in <u>UPPER CASE</u>.</b></p> <p><b>Previous/former name(s):</b></p>	
<b>1.5 *Date of birth: (dd/mm/yyyy)</b>	
<b>1.6 *Place of birth: Village/town:</b>	
<b>Country:</b>	
<b>1.7 *Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>

### 2 Contact details – we ask for this in case it is necessary to contact you

<b>2.1 Email address:</b>	
<b>2.2 Daytime telephone number:</b>	
Please make sure that you include local/area dialling codes.	

**3.1 \*Current address:** This is the physical address at which you reside (not a PO Box) and should be shown on your proofs of address.

**Postcode:**

**Date from:** (mm/yyyy)

**3.2 Previous addresses:** If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses

**Previous addresses:**

**Date from:** (mm/yyyy)

**Date to:** (mm/yyyy)

**Postcode:**

**4.1 \*How would you like your subject access disclosure to be delivered?**

Please select only one option:

Email  Post

**Email disclosures will be sent to the email address specified above. Please be aware that whilst the email response will be sent from a secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. The Police, Fire and Crime Commissioner cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.**

**4.2 Alternative postal address: Only complete this box if you do not want correspondence to be sent to your current address.**

**Postcode:**

## **5 Third party nomination**

The Office of the Police, Fire and Crime Commissioner (OPFCC) will not discuss your request with another party or disclose details without your consent. If for any reason you wish to nominate a representative to discuss this request on your behalf you must provide their contact details below. Providing contact details for a third party will be considered as consent. If you are a Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this request.

**5.1 \*Name of representative/contact:**

**5.2 \*Relationship to you:**

**5.3 Telephone number:**

**5.4 Email address:**

## **6 Information requested**

**6.1 To help find any information that may be held about you, please supply additional details in the box below.**

**For example: A description of the information you are seeking and / or a description of the circumstances in which you had contact with the OPFCC – e.g. were you a correspondent, a complainant, etc? Do you have a correspondence reference number, dates and times or any other information you can provide which may assist us in finding the information you seek?**

**If you are requesting photographs or CCTV footage, please supply a portrait photograph (e.g. passport photograph) to assist identification. Please note failure to provide such details may result in your application being rejected.**

7

**Declaration & Signature**

The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information held by the OPFCC.

**7.1 Signature:** \_\_\_\_\_

**\*Date:**

**If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:**

Letter of authority  Lasting or Enduring Power of Attorney

Evidence of parental responsibility  Other (give details):

**If the data subject is completing this form but would like us to discuss the request with somebody else, please complete section 5.**

**A person who impersonates or attempts to impersonate another person may be guilty of an offence.**

**Returning the application form – checklist** (Applicant - Please tick the relevant answer)

Have you fully completed all the sections you need to?

Have you signed the application form?

Have you enclosed the photocopy identity documents needed, showing:

(i) name & date of birth

(ii) name & current address

Have you used the correct value of postal charge on the envelope?

UK - Maximum letter size is 240 x 165 x 5 mm, C5 size envelope.  
Other sizes charged at higher rates

Send the completed form to:  
Office of the Police, Fire and Crime Commissioner  
Subject Access Request  
Top Floor, Kelvedon Park  
Rivehall, Witham

**Essex**

**CM8 3HB**

**Should any advice or guidance be required in completing this application, please contact us on 01245  
291600**

