



## **FREEDOM OF INFORMATION POLICY**

### **Authorised Professional Practice (APP)**

APP is the national body of consolidated professional practice and guidance for policing and is authorised as such by Chief Constables' Council. It significantly reduces the amount of national guidance in circulation, encourages the use of professional discretion and brings consistency to all authorised police practice.

It has the same legal status as previous guidance; it is not the law and so, while police officers and police staff can be expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is perfectly legitimate to deviate from APP, provided that there is clear rationale for doing so.

- This Policy has been checked against APP. Gwent Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by Gwent Police.

Those provisions can be accessed via the link:

<https://app.college.gsi.gov.uk/app-content/information-management/freedom-of-information>

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE. A LINK WILL BE PROVIDED ON THE POLICIES SITE TO THE EQUALITY IMPACT ASSESSMENT TO THIS POLICY.**

## **1.0 Aims**

- 1.1 This Policy aims to provide the organisation with a defined and guided approach in respect to Freedom of Information. It will work within the legislative framework and operating guidelines relating to Freedom of Information, and meet the needs of our community, whilst managing the potential risks to operational policing. We will aim to treat people fairly and ensure that the public can contact us. We will get back in touch and provide a detailed response as soon as possible.

## **2.0 The Legal Basis and Legitimate Aims**

- 2.1 Freedom of Information Act 2000
- 2.2 The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. The Act sets out exemptions from that right and places a number of obligations on public authorities.

## **3.0 Human Rights Certification of Compliance**

- 3.1 This Policy has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts, the legitimacy of its aims, the justification and proportionality of the actions intended by it, that it is the least intrusive and damaging option necessary to achieve the aims and that it defines the need to document the relevant decision making processes and outcomes of actions.

## **4.0 Compliance with The Welsh Language Scheme**

- 4.1 This Policy aims to comply with the organisation's Welsh Language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the Language Scheme.

## **5.0 Risk Assessment and Health & Safety Considerations**

- 5.1 The Gwent Police Service Dynamic Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

**6.0 Identification Section**

<b>Policy Title:</b>	<b>Freedom of Information</b>
<b>Reference:</b>	<b>133/11 a issue 3</b>
<b>Chief Officer Lead:</b>	<b>Deputy Chief Constable</b>
<b>Service Area Owner:</b>	<b>Head, Corporate Communications Department</b>
<b>Department Responsible:</b>	<b>Corporate Communications Department</b>
<b>Links to other Policies/Procedures:</b>	<ul style="list-style-type: none"><li>• <b>Freedom of Information Procedure</b></li><li>• <b>Data Protection</b></li><li>• <b>Information Security</b></li><li>• <b>All Policies and Procedures located on the Force Intranet and Internet sites.</b></li></ul>
<b>Policy Implementation Date:</b>	<b>28 May 2015</b>
<b>Policy Review Date:</b>	<b>April 2017</b>