

Title:	Freedom of Information	
Practice / Business Area:	Information Management	
Department Responsible:	Information Management	
First Published:	26/10/09	
Last Reviewed:	31/07/19	
Next Review Date:	July 2022	This document applies to employees of the:
Version Number:	08	Chief Constable
SOUTH WALES POLICE MISSION & VISION:		
<p>KEEPING SOUTH WALES SAFE</p> <p>TO BE THE BEST AT UNDERSTANDING AND RESPONDING TO OUR COMMUNITIES' NEEDS</p>		
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
<ul style="list-style-type: none"> The purpose of this Guidance and Procedure is to inform the public of South Wales on how to make a Freedom of Information (FOI) request and to assist South Wales Police (SWP) personnel respond to FOI requests as part of the Freedom of Information Act 2000 		
GUIDANCE:		
<ul style="list-style-type: none"> All aspects of this Guidance and Procedure are mandatory, please refer to the Procedure/Handbook 		
GENERIC RISK ASSERSMENT:		
<ul style="list-style-type: none"> NIL 		
PROCEDURE:		
How to make an FOI request:		
In order to make an FOI request the public of South Wales must:		
<ul style="list-style-type: none"> Must be made in writing; Must clearly describe the information sought; Can be made from anywhere in the world; Can be made by any individual or an organisation; Can be made by letter, fax or email; 		
If you want to submit an FOI request?		
<p>You can write a letter to: Freedom of Information Officer South Wales Police Headquarters Cowbridge Road Bridgend CF31 3SU</p>		
<p>You could also call the team on 01656 303444 Email: foi@south-wales.pnn.police.uk</p>		

- Must be legible and;
- Must contain the name of the applicant and a return address

To be valid under the Freedom of Information Act, requests do not :

- Have to be written on a special form;
- Need to mention the Act; or
- Need to refer to the 'Freedom of Information' in any way

How departments must respond to an FOI request:

To respond to a request for information the department/personnel holding the information must:

- Provide the appropriate information to the FOI Team within **10 working days** or advise the FOI Team that they do not hold the information as soon as it is apparent. The FOI Team will need the information back in this timescale in order for them to formulate the response and send it out to the applicant within the 20 working days stipulated by the Regulations.
- Provide, where appropriate, the methodology used to retrieve the information.
- Advise the FOI Team, as soon as it is apparent, that retrieval of the data/information would take more than 18 hours – If this is the case we can apply the S12 – Fees exemption
- Describe in a step by step format why retrieval would take longer than 18 hours as this has to be relayed to the applicant
- Advise the FOI Team if they have any concerns over release of the information and advise the FOI Team of any real 'HARM' in release of the information. This is so that the FOI Team can decide if there are any relevant exemptions.

[Click here to view the full Guidance associated with this process](#)

KEY SEARCH WORDS:

- Freedom of Information
- Disclosure Logs

FORMS:

- NIL

LEGISLATION & REGULATION:

- [Freedom of Information Act 2000](#)
- [Data Protection Act 2018](#)
- [General Data Protection Regulation \(GDPR\)](#)

REFERENCE MATERIAL:

- Freedom of Information Procedure Handbook
- Authorised Professional Practice (APP) on Information Management):
<https://www.app.college.police.uk/app-content/information-management/freedom-of-information/>
<https://www.app.college.police.uk/app-content/information-management/data-protection/>
- ACPO Manual of Guidance:
<http://www.south-wales.police.uk/more-about-us/your-right-to-information/foi/>