

# FREEDOM OF INFORMATION (FOI) AND SUBJECT ACCESS REQUESTS (SARS)



Bedfordshire Office of the Police and Crime Commissioner (OPCC)

## WHAT IS A FREEDOM OF INFORMATION REQUEST?

The Freedom of Information Act gives you the right to ask the OPCC, or indeed any public body, for all the information we have on any subject you choose. Unless there's a good reason, we will provide you with the information within 20 working days from the date of receipt of the request.

We are an open and transparent organisation, which is why you can access many of the documents required to be available under the Freedom of Information Act 2000 and as defined by the Publication Scheme of the Police and Crime Commissioner (PCC) for Bedfordshire.

## FREEDOM OF INFORMATION REQUESTS FOR BEDFORDSHIRE POLICE FORCE



The OPCC often receive FOI requests from the public regarding information that is held by Bedfordshire Police Force, for example, if you would like to make a FOI request to obtain data and information regarding crime rates in the local area or specific questions surrounding police action - please request this from Bedfordshire Police directly at:

[FOI@beds.police.uk](mailto:FOI@beds.police.uk)

If you are unsure on who to direct your request to, please contact our office using the contact details in this leaflet.

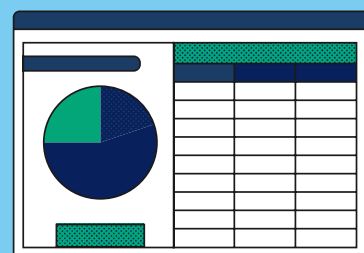
## BEFORE MAKING A REQUEST - CHECK IF THE INFORMATION HAS ALREADY BEEN PUBLISHED

There is lots of information that the OPCC already publishes regularly. This information is found on our website for example the organisation structure, staff facts and figures, salary structure and all information which is published under the Specified Information Order.

We also publish our responses to all FOI requests on our website found on the FOI Disclosure Log.



[https://www.bedfordshire.pcc.police.uk/foi\\_data\\_protection\\_gdpr/](https://www.bedfordshire.pcc.police.uk/foi_data_protection_gdpr/)



## HOW DO I MAKE AN FOI REQUEST TO THE OFFICE OF THE PCC?

In Writing:



The Information Officer  
Office of the PCC  
Bridgebury House,  
Bedfordshire Police HQ,  
Woburn Road,  
Kempston,  
Bedford,  
MK43 9AX

FOI requests must always be made in writing by email or letter, including your full name and your correspondence address or email address to receive the response. If you would like to make a request using the Freedom of Information Act, you need to either write or email to the following:-



Email: [PCC@beds.police.uk](mailto:PCC@beds.police.uk)

## ENVIRONMENTAL INFORMATION REQUESTS

If you ask for environmental information, your request will be handled under the Environmental Regulations (EIRs). Environmental information includes things like carbon emissions or the environment's effect on human health.

This may be a request for Bedfordshire Police Force or the OPCC.



# WHAT IS A SUBJECT ACCESS REQUEST?



You have the right to ask the OPCC or any organisation whether or not they are using or storing your personal information. You can also ask for copies of your personal information, verbally or in writing.

This is called the right of access and is commonly known as making a subject access request or SAR.

Everyone can make a request for information – there are no restrictions on your age, nationality, or where you live.

You can ask for any information at all – but some information might be withheld to protect various interests which are allowed for by the Act. If this is case, we will tell you why we have not been able to give you the information you requested.

An organisation normally has to respond to your request within one month. If you have made a number of requests or your request is complex, they may need extra time to consider your request and they can take up to an extra two months to respond.



## WHAT DO I NEED TO INCLUDE IN MY REQUEST?



- a clear label for your request (eg use 'subject access request' as your email subject line or a heading for your letter);
- the date of your request;
- your name (including any aliases, if relevant);
- any other information used by the organisation to identify or distinguish you from other individuals (eg customer account number or employee number);
- your up-to-date contact details;
- a comprehensive list of what personal data you want to access, based on what you need;
- any details, relevant dates, or search criteria that will help the organisation identify what you want; and
- how you would like to receive the information (eg by email or printed out).

## CAN I BE CHARGED A FEE?

The OPCC can charge a reasonable fee to cover their administrative costs – if we think your request is 'manifestly unfounded or excessive'.

We can also charge a fee if you ask for further copies of your information following a request.

If the OPCC does charge a fee, the one-month time limit does not begin until we have received the fee.

## SAR GUIDANCE:

Guidance on how to submit a SAR can be found on the Information Commissioners Office (ICO) website;

<https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>



## SUBJECT ACCESS REQUESTS FOR BEDFORDSHIRE POLICE FORCE



The OPCC often receive SARs from the public requesting for their data and personal information held by Bedfordshire Police Force, for example requesting for information that is held on police systems about yourself. This information must be requested from Bedfordshire Police directly at:

[dataprotection@beds.police.uk](mailto:dataprotection@beds.police.uk)

If you are unsure on who to direct your request to, please contact our office using the contact details in this leaflet.

## HOW DO I MAKE A SAR TO THE OFFICE OF THE PCC?

SARs can be made in writing (by email or letter) or verbally, although it is recommended you put it in writing if possible because this gives you a record of your request. There is a form located on the OPCC website to be used specifically for SARs. If you would like to make a request using the Data Protection Act, you need to either write or email to the following:-



Email: [PCC@beds.police.uk](mailto:PCC@beds.police.uk)



In Writing: The Information Officer, Office of the PCC, Bridgebury House, Bedfordshire Police HQ, Woburn Road, Kempston, Bedford, MK43 9AX



Telephone: 01234 842064

IF YOU REQUIRE FURTHER INFORMATION ON HOW SUBMITTING A FREEDOM OF INFORMATION OR SUBJECT ACCESS REQUEST, PLEASE CONTACT:



[PCC@beds.police.uk](mailto:PCC@beds.police.uk)



OPCC, Bridgebury House, Bedfordshire Police HQ, Woburn Road, Kempston, Bedford, MK43 9AX



01234 842064