

**DPA, EIR, FOI, and PSI REQUEST PROCEDURE  
(Report by Head of Information Management Division and Head of Legal and Estates)**

**1. PURPOSE**

- 1.1 The purpose of this paper is to seek adoption of the attached procedure to manage requests for information received by the Council. The procedure has been circulated and approved by all FOI Co-ordinators and has been included for information purposes.
- 1.2 The Council has responsibilities under the Environmental Information Regulations (EIR), Freedom of Information Act (FOI), Data Protection Act (DPA) and Re-use of Public Sector Information (PSI) to make information held by the Council available to the general public.

**2. OVERVIEW**

- 2.1 The purpose of this procedure is to ensure that all requests for information are processed in the correct manner.
- 2.2 Currently all EIR, FOI, PSI requests are processed by IMD and then forwarded to the appropriate FOI Co-ordinator to locate the relevant information. DPA requests are processed by Legal and Estates Division. It is proposed that all requests are logged on a centralised request tracker. The development of a new request tracker (due early 2007) will enable departmental FOI Co-ordinators to manage their requests more effectively, and reduce the effort needed to comply with requests. Assistance will be provided by the FOI Officer / Data Protection Officer in decisions of disclosure.
- 2.3 Based on guidance from the Department of Constitutional Affairs and the Information Commissioner, the Internal Review Procedure (complaints procedure) differs from the Council's Corporate Complaints Procedure. The Internal Review Procedure involves a one stage process before any complaints can be sent to the Information Commissioner. Internal Reviews of FOI, EIR, PSI requests will be conducted by the Head of IMD (or in his absence another nominated Head of Service) and Internal Reviews of DPA requests will be conducted by the Head of Legal and Estates (or in his absence another nominated Head of Service). This is in line with the Persistent and/or Vexatious Complaints Policy agreed by Corporate Governance Panel.

**3. RECOMMENDATIONS**

- 3.1 It is recommended that the DPA, EIR, FOI, and PSI Procedure is adopted corporately.

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NB: FOI Co-ordinators are nominated representatives from each division.

Attached: DPA, EIR, FOI, PSI Procedure