

Freedom of Information (FOI) and Environmental Information Regulation Guidance Policy

Document Control

Responsible Dept	SCO Performance & Engagement	Author / Reviewer	Data Protection Officer
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Version Tracking Note: A maximum of the last 3 versions are to be tracked below.

Version No	Approval Date	Review Due Date	Approval Forum	Change(s) Summary
v.02	25 March 2026	Mar 2028	SLT Monthly	DPO Review
v.01	Dec 2023	Dec 2025	SLT Monthly	New Policy

1. Introduction

1.1 The Environmental Information Regulations 2004 provide public access to environmental information held by public authorities. The Freedom of Information team based within the Staffordshire Commissioners Office will decide if a request could be deemed to be environmental or not and which legislation applies.

2. How Requests can be made?

2.1 The regulations do not specify how a valid request must be made. The ICO expect that these are dealt with in the same manner as Freedom of Information Requests. These are dealt with by the Business Support Team. Requests can be verbal or in writing and can be done in any of the following ways:

- Submit a request online by accessing the Staffordshire Commissioner's website and accessing the following link; <https://staffordshire-pfcc.gov.uk/foi>
- Write to us at:

Freedom of Information Team
Staffordshire Commissioners Office
Block 9
Weston Road
Stafford
ST18 0YY
- Email us @ FOI.PFCC@staffordshire-pfcc.gov.uk
- Via social media – however this method will require an email address or postal address to respond to due to the data limitations on social media
- Phone 01785 232457

3. How we respond to a request:

3.1 The Regulations state requests must be responded to in writing therefore to accept a request:

- a) It should contain a name
- b) It should contain an address either email or postal to respond to.

4. In certain circumstances information may not be supplied:

- 4.1 There may be circumstances where the information is not supplied and an exemption is applied. The FOI team will determine if an exemption is applicable.

5. Further Information:

- 5.1 Our external website provides further useful information together with an online application process which if used means the request is sent automatically to the FOI team (this is the most efficient way of dealing with a request if asked). It is not a requirement of the act to complete a form to make a request.

The ICO website provides guidance: www.ico.org.uk

The College of Policing Authorised Professional Practice provides guidance: www.app.college.police.uk

6. Who deals with these requests?

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The Business Support Team process ALL EIR requests received by the Commissioner's Office. The timeframe for responding to an EIR request is as soon as possible and no later than 20 working days and there is no charge for providing the information.