



STAFFORDSHIRE
POLICE

Environmental Information Regulations (EIR) Policy

The Environmental Information Regulations 2004 provide public access to environmental information held by public authorities. The Freedom of Information (FOI) team based within the Information Access Team will decide if a request could be deemed to be environmental or not and which legislation applies.

How can requests be made?

The regulations do not specify how a valid request must be made. Requests can be verbal or in writing and can be done in any of the following ways:

1. Submit a request online at the Staffordshire Police website using the FOI request process
2. Write to us at:
Information Access Team (Freedom of Information)
Staffordshire Police Headquarters
PO Box 3167
Stafford
ST16 9JZ
3. Email us @ foi@staffordshire.police.uk
4. Using any of the 'Contact us' methods on the Staffordshire Police Website
5. Phone 101

How we respond to a request:

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, postal, username or handle to respond to

In certain circumstances information may not be supplied:

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

Further Information:

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). 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

Who deals with these requests?

The Information Access Team (FOI) process **ALL** EIR requests received by Staffordshire Police. 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.

Author:	Information Access Team (IAT) Management
Implementation Date:	February 2019
Last Reviewed Date:	November 2024
Next Review Date:	November 2027 (subject to any legislative or procedural changes)
Freedom of Information Act 2000:	Fully Disclosable