



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.



Mr. D. Llywelyn

Publication Scheme
Freedom of Information Act 2000
&
Access to personal data under the UK General
Data Protection Regulation

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1. Foreword

As Police and Crime Commissioner for Dyfed-Powys, I aim to promote openness, transparency and fairness in all decisions I make. I have made a promise that I will serve the public of Dyfed-Powys and not any political party or any one individual. This Publication Scheme will provide information about me and my responsibilities and the business of the Office for the Police and Crime Commissioner. It will constantly be reviewed and improved.

2. The Freedom of Information Act 2000 – Your Rights, Our Responsibilities

The Freedom of Information Act 2000 gives right of access to all types of recorded information held by public bodies, sets out exemptions from that right and places a number of obligations on public bodies. Any person who makes a request to a public body for information must be informed whether the public body holds that information and, subject to exemptions, supplied with that information. Exemptions include commercially sensitive information and personal information.

The Freedom of Information Act (FoIA) gives applicants the right to request information held by public bodies but it does not provide a right of access to personal information about you. If you wish to request personal data this should be handled as a Subject Access Request under the UK General Data Protection Regulation (UK GDPR). Some data about others may be available; however it must not contravene any of the data protection principles of the UK

GDPR. Further information about the Freedom of Information Act is available from the Information Commissioner's Office at <http://www.ico.org.uk>

The Office for the Police and Crime Commissioner for Dyfed-Powys is committed to routinely publishing information made available under the Freedom of Information Act. The purpose of our Publication Scheme is to let you know what information is readily available from us without you needing to ask for it. By readily available, we mean that the information is available on our website www.dyfedpowys-pcc.org.uk can be obtained from us if you request it by letter, e-mail or telephone call, or can be purchased from us.

When you ask for information, we will be required to:

- Let you know in writing whether we hold the information you have asked for.
- If we do, and the information you have requested is routinely available and can be accessed through the Commissioner's website, a response should be received within five working days.
- If the information is not routinely available, we will provide the information to you within 20 working days, unless it is subject to an exemption.

3. Model Publication Scheme

The Office for the Police and Crime Commissioner for Dyfed-Powys has adopted the Information Commissioner's [Model Publication Scheme](#).

By adopting this Scheme, the Office for the Police and Crime Commissioner for Dyfed-Powys is committed to making information in the following categories available, subject to legitimate charges and relevant exemptions:-

- Who we are and what we do
- What we spend and how we spend it

- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services provided by the Office for the Police and Crime Commissioner

The Scheme commits the Office for the Police and Crime Commissioner (OPCC):-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the OPCC and falls within the categories above;
- To specify the information which is held by the OPCC and falls within the categories above;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the OPCC makes available under this Scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this Publication Scheme available to the public.

4. General Information about the Police and Crime Commissioner for Dyfed-Powys (the Commissioner)

As a result of the changes introduced by the Police Reform and Social Responsibility Act 2011, Police Authorities ceased to exist on 21 November 2012 and were replaced with a Police and Crime Commissioner for each police area.

The first election for a Police and Crime Commissioner took place on 15 November 2012 and the first successful candidate served in

office for a period of 3½ years. Thereafter the elections will be held every four years.

What is the role of the PCC?

The Commissioner ensures that the policing needs of the Dyfed-Powys communities are met as effectively as possible, bringing communities closer to the police, building confidence in the system and restoring trust.

His job is to listen to the public and then respond to their needs, bringing more of a public voice to policing. The Commissioner will give the public a voice at the highest level, and give the public the ability to ensure their police are accountable.

The overall aim is to cut crime and deliver an effective and efficient police service within Dyfed-Powys. The Government has outlined five key roles of the Commissioner:

1. Representing all those who live and work in the communities in their Force area and identifying their policing needs
2. Setting priorities that meet those by agreeing a local strategic plan for the Force
3. Holding the Chief Constable to account for achieving these priorities as efficiently and effectively as possible
4. Setting the Force budget and setting the precept (the policing element of Council Tax)
5. Appointing and if necessary dismissing the Chief Constable

The Chief Constable retains direction and control of the Force's Officers and Staff. The operations of the Police, who is arrested and how investigations work is the responsibility of the Chief Constable.

5. Contact Details and Charges

Contact Details

The Chief of Staff and Monitoring Officer of the Office of Police and Crime Commissioner for Dyfed-Powys has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is the:

Compliance and Performance Manager
Dyfed-Powys Office for Police and Crime
Commissioner
Police Headquarters
Telephone Number: 01267 226440
E-mail: opcc@dyfed-powys.pnn.police.uk
Web address: www.dyfedpowys-pcc.org.uk

Schedule of Charges

Under the FOIA, the Commissioner has the power to decline to provide information in certain circumstances, unless the cost of doing so is met by the applicant.

The table below indicates for each class of information, whether the class includes chargeable information or not, and the charging regime which could apply.

Free of charge on website:	There is no charge made by us, although the user will, of course, have to meet any charges made by their internet service provider and / or telephone company as well as any personal costs for printing, photocopying etc. For those without access to the internet, we will provide a single printout of an individual publication, as shown on the website, free of charge from the above contact address.
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Chargeable on website:	<p>Requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be 15p per sheet plus postage.</p> <p>We will let you know the cost when we receive your request. The charge will be payable in advance.</p>
Free of charge hard copy:	Indicates booklets, leaflets or periodicals which are published by the Office of Police and Crime Commissioner without charge.
Chargeable hard copy:	<p>Indicates a bound paper copy, compact disc or other produce charged as shown in our publication list.</p> <p>Where a charge applies, the cost and the reasons for levying such a charge will be made known to you. Any charge will be payable in advance.</p>

6. Complaints, Comments and Data Protection

If you think we have not supplied information in accordance with our Scheme, then you should write, in the first instance, to the Chief of Staff and Monitoring Officer of the Office for Police and Crime Commissioner. We will aim to deal with your complaint within 10 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. Internal reviews will be completed promptly and a response given to you within 20 working days of your further request.

If, after the internal review, you remain dissatisfied then you can complain to the [Information Commissioner](#).

7. Copyright

Different bodies might own the copyright of material contained in our Scheme.

Dyfed-Powys OPCC Copyright

For material where we own the copyright, it can be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not being used in a misleading context. Where material is being republished or copied to others, the source of the material must be identified and our copyright acknowledged. The Dyfed-Powys OPCC's logo is also copyrighted and may not be reproduced other than as it appears on copied material.

Other Copyrighted Material

Some material we include in our Scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

8. Requests for Personal Information

Under the UK GDPR, you have a statutory right to have access to personal data we hold about you on computer or in a structured manual file, i.e. on paper. You also have the right to expect us, as the data controller, to ensure that your data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of you for no longer than is necessary
- Protected against unauthorised or unlawful processing and against accidental loss, destruction or damage
- Processed in accordance with your rights as a data subject

For the purposes of the UK GDPR, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the GDPR can be found on the website of the Information Commissioner www.ico.org.uk, or from the address given below.

Information where Dyfed-Powys OPCC is the Data Controller

Where we are the data controller, you are entitled to be told whether we hold data about you, and if we do:

- The purposes for processing your data
- Our retention periods for that data
- Who your data will be shared with

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained.

If you wish to apply for access to your personal data, known as a Subject Access Request, you should write to the Chief of Staff and Monitoring Officer at the above address. You must provide proof of your identity (a photocopy of current passport or driving licence) with your request. We will also require the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within one month of receipt of the request and appropriate identification.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- Write to the Chief of Staff and Monitoring Officer at address outlined in the ‘Contact details’ section, seeking resolution of your complaint, or
- Write to the Information Commissioner, who is appointed to consider such complaints at the:

Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Web: www.ico.org.uk

The Information Commissioner is empowered to assess whether there has been a failure to comply with the UK GDPR. The Information Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Information Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the UK GDPR. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

Information where Dyfed-Powys OPCC is not the “Data Controller”

In many cases, it is the Police Force and not the OPCC which holds personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of the Police Forces are the “data controllers” for this information and not the Police and Crime Commissioner for Dyfed-Powys.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer (PNC) and a right to a copy of that information. The Chief Officer will give that information if s/he is satisfied as to your identity. The Chief Officer may deny access to this information where the

information is held for the prevention or detection of crime or for the apprehension or prosecution of offenders and where release of the information would be likely to be prejudicial to any of these purposes.

Police Forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of Dyfed-Powys Police you should contact the:

Data Protection Office
Dyfed-Powys Police Headquarters
Llangunnor
Carmarthen
SA31 2PF
Tel: 101 or 01267 222020 if calling from outside the
Force area

Web address: www.dyfed-powys.police.uk

Requests under the Environmental Information Regulations

Dyfed-Powys OPCC does not hold any information under the Environmental Information Regulations (EIR). Any such information is held by Dyfed-Powys Police Force. If you wish to make a request for information under the EIR, you should write to:

Freedom of Information Department
Dyfed-Powys Police
Police Headquarters
PO Box 99
Llangunnor
Carmarthen
SA31 2PF
E-mail: FOI@dyfed-powys.pnn.police.uk

9. Dyfed-Powys Police and Crime Commissioner – Classes of Information

9.1 WHO WE ARE AND WHAT WE DO

Abbreviations: PCC/DPCC – Police and Crime Commissioner / Deputy Police and Crime Commissioner

	Information	Link
Who we are and what we do	Name of the PCC / DPCC	Who I am
	Structure of OPCC senior staff	The team
	Salary of the PCC / DPCC	
	Staff structure of the OPCC	
	General outline of responsibilities	
	Staff demographics incl. women, BEM, disability	
	Contact information incl. address for correspondence	Contact
	Geographical area of operation	Police and Crime Plan
	Independent Custody Visitors operating arrangements	ICV Policy
	Relationships with other bodies	Joint Memorandum of Understanding
What we spend and how we spend it	OPCC total budget	Office budget
	Annual statement of accounts	Statement of Accounts
	Narrative statement relating to annual statement of accounts	
	Annual governance statement	
	Other income including grants	Annual audit report
	Conclusion of audit of accounts notice	
	Precept	Council tax notice
	Proposed expenditure	
	Annual investment strategy	Capital Strategy / Reserves and Balances Policy /

		Treasury Management Strategy
	Crime and disorder reduction grants	Commissioner's Fund
	Expenditure over £500 of OPCC and Police Force	Expenditure over £500
	Details of contracts and tenders (over £10,000)	Via Bluelight / Sell2Wales
	List of contracts and tenders (under £10,000)	
	Expenses and allowances paid to or incurred by PCC and senior employed staff	My allowances & expenses
	Annual audit letter	Annual Audit letter within Joint Audit Committee papers
	Financial audit reports	Progress reports within Joint Audit Committee papers
	Internal financial regulations and delegated authority	Corporate Governance Framework
	Police and Crime Plan	Police and Crime Plan
	Annual report	Annual report
	Welsh language annual report	
	Reports presented to the OPCC indicating service provision, performance assessments, operational assessments of the police force	Policing Accountability Board papers
	Statistical information provided to the OPCC	
What our priorities are and how we are doing	Information on the performance of the OPCC	Quarterly update reports to the Police and Crime Panel
	Number of complaints / conduct matters brought to the attention of the PCC by the Police and Crime Panel	Police and Crime Panel papers

	Reports by external inspectors and auditors	Force performance
	Responses to HMIC about inspection reports on the Police Force	Responses to assessments
	Copy of any report required by the OPCC from an LA / the CC relating to crime and disorder	Criminal Justice Board
	Welsh language delivery plan	Welsh language compliance notice and actions
	Privacy impact assessments	Strategies and policies
	Schedule of meetings open to the public	Events
	Agendas, background papers and approved minutes of each public meeting	Accountability
	Minutes of meetings at which matters of significant public interest are discussed	
	Records of each decision of significant public interest	Decision logs
	Procedures, facts and analyses of facts used for decision making	
How we make decisions	Public consultations	Consultation reports
	Policies and procedures for conduct of business	Corporate Governance Framework
	Procurement & commissioning arrangements	
	Provision of services e.g. handling requests for information	Access to information we hold
	Employment of staff	HR Policy
	Complaints and conduct procedures	
Our policies and procedures	Whistleblowing policy	Retention and disposal policy
	Records management & personal data policies	
	Fileplans	N/A
	Equality objectives	Strategic Equality Plan

Lists and registers	Demonstration of compliance with the public sector equality duty	Annual report
	Specify classes of information which the public authority will publish	This Scheme
	Specify the manner in which information in each class is to be published	
	Specify whether material is available free of charge / requires payment	
	Charging regimes and policies (e.g. SAR)	
	Asset register	Estate strategy
	Information asset register	Privacy Notice
	Register of interests	Register of interests
	Register of gifts and hospitality of PCC / DPCC and staff	Register of gifts & hospitality
	FOI disclosure logs	Disclosure logs
Information about any services provided by the OPCC	Services available to you	
The services we offer	Leaflets and explanatory booklets	Available in hard copy on request from the office
	Media releases	News
	Any services we are entitled to recover a fee for, including the fees	This Scheme