

PBNI FOI Disclosure log – Response to Request

Request reference: 023.18.14
Date of Request: 4 April 2014
Date of Response: 29 April 2014

Request

I would like a paper copy of PBNI's Freedom of Information Policy, Data Protection Policy and Communications Policy/Procedure.

Response

PBNI does not have separate Data Protection or Freedom of Information policies, but rather an overarching Management of Information Policy (due for review in June 2014), which encompasses the Board's statutory obligations including the Data Protection Act 1998 and the Freedom of Information Act 2000.

There are several PBNI documents which help support PBNI in complying with this policy, some of which are adopted directly from ICO (Information Commissioner's Office) guidance. I enclose a sample of those that specifically relate to DPA and FOI e.g:

DPA Information Charter
Privacy Leaflet

FOI Model Publication Scheme
Definition document (setting out the classes of information expected to be published)
How to make a request under DPA and FOIA (leaflet) also under review.

If you have a particular issue in respect of DPA or FOI matters, not covered by the enclosed, please clarify and I will do my best to advise further.

The Board has a Communication Strategy which is enclosed.

If you have any queries about this letter, or if you feel I have misinterpreted your request please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the way PBNI has handled your request, you may ask for an internal review using our complaints procedure. A complaints leaflet is enclosed. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Please note that PBNI publishes responses to requests for information on its website where we believe there may be a wider public interest. If requests are published they are anonymised i.e. details of the requester are not published.

