

c/o PO BOX 481  
Fareham  
Hampshire  
PO14 9FS

Tel: 02380 478922

Email: [npcc.foi.request@npfdu.police.uk](mailto:npcc.foi.request@npfdu.police.uk)

30/03/2023

**FREEDOM OF INFORMATION REQUEST REFERENCE NUMBER: 115/2023**

Thank you for your request for information regarding the NPCC Accessing Information Department, which has now been considered.

**Applicant Question:**

Dear National Police Chiefs' Council,

1. Does your authority have a team responsible for responding solely to information requests made under FOIA and another responsible for responding solely to DPA requests or are all information requests dealt with collectively by a single team?
2. Please provide an overview of the structure of your Access to Information department including Job Titles and Pay Grades, for example:
  - 2 x Access to Information Managers (Pay Grade 3)
  - 2 Access to Information Officers (Pay Grade 4)
  - 2 x Administrative Assistants (Pay Grade 5)
3. Please provide Job Descriptions and Salary for all posts included in your answer to Q.2.

**NPCC Response:**

The NPCC does hold information that answers question 1 of your request.

The NPCC's Freedom of Information (FOI) requests are answered by two NPCC FOI Officer & Decision Makers and Data Protection requests such as Right of Access requests are answered by an NPCC Data Protection Advisor. These roles are not housed within a separate team, rather they are situated within the National Police Freedom of Information Data Protection Unit ([NPFDU](#)). Additionally the NPCC has a Data Protection Officer, whose role is based within the NPCC Central Office.

The NPCC does not hold information captured by questions 2 and 3 of your request as in line with the description provided at question 1, the NPCC does not have a separate 'Access to Information Department'.

The NPCC has a legal obligation to try and advise and assist you further with your request; for more information on the legislation please see Annex A.



In wishing to assist you, outside of the Freedom of Information Act and a gesture of good will I have attached the Role Profiles (including Pay Grade) for the NPCC Freedom of Information Officers and NPCC Data Protection Advisor to this request letter.

Additionally the job role description (including Pay Banding) for the NPCC Data Protection Officer can be found at the following link:

[Data Protection Officer - Police Careers \(MET\) \(tal.net\)](#)

Yours sincerely

**Fiona Greenlees**

NPCC Freedom of Information Officer & Decision Maker

[www.npcc.police.uk](http://www.npcc.police.uk)

## **COMPLAINT RIGHTS**

### Internal Review

If you are dissatisfied with the response you have been provided with, in compliance with the Freedom of Information legislation, you can lodge a complaint with NPCC to have the decision reviewed within 20 working days of the date of this response. The handling of your request will be looked at by someone independent of the original decision, and a fresh response provided.

It would be helpful, if requesting a review, for you to articulate in detail the reasons you are not satisfied with this reply.

If you would like to request a review, please write or send an email to NPCC Freedom of Information, c/o PO Box 481, Fareham, Hampshire, PO14 9FS.

If, after lodging a complaint with NPCC, you are still unhappy with the outcome, you may make an application to the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## Annex A

### Legislation – Section 16

- (1) It shall be the duty of a public authority to provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.