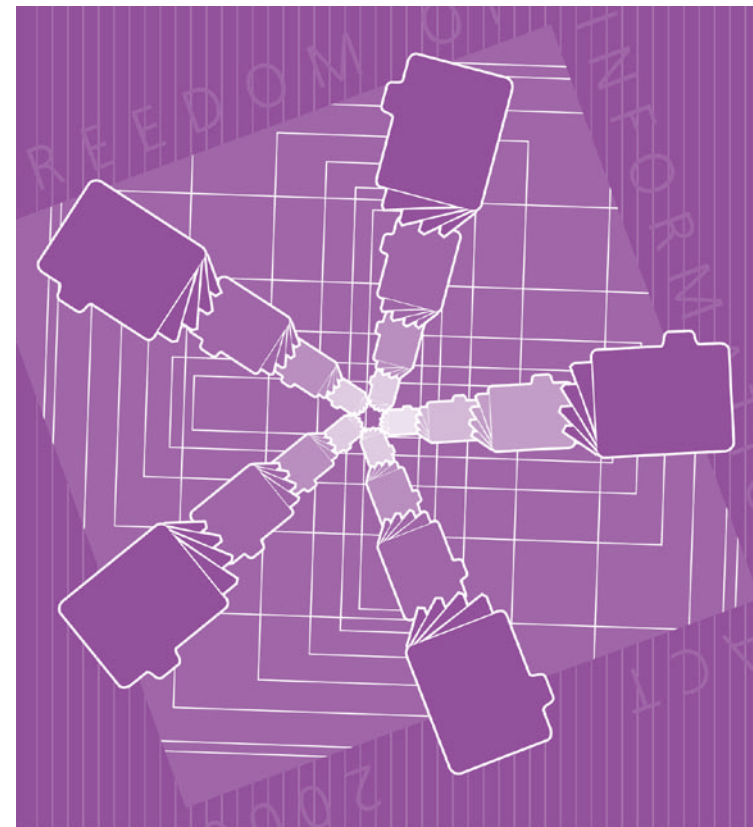


# The Freedom of Information Act 2000



## Press notices/media campaigns:

- Area press notices/briefing
- Local media campaign documentation.

## Newsletters:

- Locally produced newsletters and similar communication.

Log-on to [www.gm-probation.org.uk](http://www.gm-probation.org.uk) to view our publication scheme

## Charges

We aim to provide as much information as possible free of charge. On some occasions there will be a charge for information. We will inform you if a charge will be made. Under the FOIA, charges should be paid in advance.

## How to obtain information

If you want to make a request for information under the Freedom of Information Act, apply in writing to the:

**Information Access Officer,  
Greater Manchester Probation Trust,  
6th Floor, Oakland House,  
Talbot Road, Manchester, M16 0PQ**

Alternatively, you may send an email to:

**[GMPT.Contact@manchester.probation.gsi.gov.uk](mailto:GMPT.Contact@manchester.probation.gsi.gov.uk)**

When making a request for information please include :

- Your name and address, including postcode
- A description of the information or documents you would like to access
- The way that you would prefer the information to be sent to you (e.g. e-mail or hard copy).

If you request information in writing but require the information to be provided via e-mail, please remember to include your e-mail address.

## Complaints

Any complaints about the operation of the Act (for example, the lack of advice or assistance in making a request or appeals against a decision not to provide information) should be made in writing to the Information Access Manager at the above address.

We will acknowledge the receipt of your complaint and inform you of the target date for a review of the decision. If the original decision is upheld you can then make an appeal directly to the Information Commissioner. You should appeal in writing to:

**The Information Commissioner,  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF**

## Re-use of Public Sector Information

The Re-use of Public Sector Information Regulations 2005 describes how public sector organisations may make information available for re-use. Greater Manchester Probation Area asserts its copyright and intellectual property rights at all times. Any GMPA information released under the FOI Act is neither implicitly nor explicitly available for re-use without permission

If you would like to apply to re-use any GMPA information, you should make a request

- In writing to the Information Access Officer
- Include your name and address for correspondence
- Specify the document requested
- State the purpose for which the document is to be re-used

## What is the purpose of the Act?

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. The Probation Service is a public authority for the purposes of the Act.

Anyone who makes a request to the probation service for information must be informed whether we hold that information and, subject to exemptions, supplied with that information. In general, a response must be provided promptly and within 20 working days.

Everyone already has the right of access to information about themselves ('personal data') that is held electronically or on paper under the Data Protection Act 1998 (a separate leaflet is available on this). As far as public authorities are concerned, the Freedom of Information Act (FoIA) will extend this right to include non-personal information.

## Data Protection

The Data Protection Act gives legal rights to everyone in respect of personal data processed about them by others. The FoIA will not change the way we handle requests from people for access to their personal data.

## Publication Scheme

A Publication Scheme aims to make large amounts of information readily accessible to the public without the need to make a specific request. Our publication scheme sets out the classes (groups) of information, the manner in which we intend to publish the information and whether a charge will be made for the information.

Schemes are intended to encourage organisations to publish more information

pro-actively and to develop a greater culture of openness.

We are committed to delivering an open and transparent service whenever possible. However, it must be recognised that it may be in the public interest not to disclose certain information. We will apply appropriate and reasonable consideration of the exemptions afforded under the FoIA.

## Classes of Information

Information is available under the following classes:

### Development and implementation of probation policy:

- Studies, research reports, statistical information by internal staff and external specialists that are relevant to current performance and the development of policy proposals
- Inspectorate reports and responses, Ombudsman decisions, subject to data protection legislation
- Explanatory background to local policy proposals and decisions
- Local guidance including hostels regimes/rules, schedules of locally delivered programmes and interventions
- Public consultation documents, supporting documents and responses.

### Role, function and management of probation services locally:

- Annual reports, business plans, board and committee meeting agendas and minutes.

- Organisation charts, lists of services provided, with contact details
- Personnel policies, local recruitment policy or initiatives, leaflets, careers packs
- Explanatory material on the Probation Board's dealings with the public, including rules, procedures, internal guidance and administrative manuals.

### Information for the public:

- Freedom of Information Scheme
- Complaints procedure
- Details of enforcement and compliance actions and rulings in cases that have been the subject of appeals
- Victims support leaflets, local policy/practice statement.

### Procurement, grants, loans and guarantees: procurement and supplier policies:

- Information on specific projects including bidding opportunities, decision criteria, contract performance standards, results of regular performance reviews
- Schedule of contracts awarded
- Policies on the awarding of grants, loans and the provision of guarantees; details of grants and loans awarded, guarantees provided, details of reviews and outcomes.

### Keynote speeches:

- Speeches and presentations by local senior management.