



**East Sussex**  
Fire & Rescue Service

# Freedom of Information Act

This guide aims to provide key information for those wishing to make a request for information under the Freedom of Information Act 2000.

## What is the Freedom of Information Act?

The Freedom of Information (FOI) Act entitles anyone to make a request to a public authority for recorded information that they keep. The applicant need not indicate why they want the information. The FOI Act operates alongside the Data Protection Act which allows people to access information about themselves and the Environmental Information Regulations which gives people access to information about the environment.

There are specific exemptions set out in the FOI Act which gives the public authority grounds to withhold information, for example, if the information is subject to an ongoing investigation or is commercially sensitive. No one has the right to obtain personal information about another person.

Further information can be found on the Information Commissioner's website at:

<https://ico.org.uk/your-data-matters/official-information/>

## Publication Scheme

All public authorities covered by the FOI Act must have a publication scheme. Details of our publication scheme are on our website:

<https://www.esfrs.org/about-us/publication-of-information/>

Our website is a good place to start looking if you want information about our Service. We publish our responses to previous FOI requests in our disclosure log which is available to view at:

<https://www.esfrs.org/about-us/publication-of-information/freedom-of-information/freedom-of-information-disclosure-log/>



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## Making a Request for Information

For your request to be considered under the FOI Act, you should make your request for information in writing, either by letter or e-mail, stating your name, and a contact postal address or return e-mail address. Your request should be addressed to:

Democratic Services  
East Sussex Fire & Rescue Service Headquarters  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

Email: [foi@esfrs.org](mailto:foi@esfrs.org)

Your request must adequately specify and describe the information you want us to provide. We do not generally make a charge to provide you with the information you have requested, although, in some circumstances, we may make a charge for some services such as photocopying and postage.

## What Happens Next

We will acknowledge your request and check to see if we hold the information. We may contact you to ask for clarification of your request. We may advise you if the information is already in the public domain or held by another public authority.

It may not be possible to provide the information if it is exempt information, if the costs of dealing with your request exceed the amount known as the appropriate limit, or if it is vexatious or a repeated request. If we are unable to provide the information, we will let you know, and give you the reasons. We will usually respond to your request within 20 working days.

## Afterwards

If you are unhappy with the way in which your request has been handled, you can ask for a review. Your request for a review must be made within two months of the FOI response to:



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Mrs L Ridley  
Assistant Director  
Planning & Improvement  
East Sussex Fire and Rescue Service Headquarters  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

If you are still dissatisfied with the handling of your request or the review, you have the right of appeal to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF

Website: <https://ico.org.uk/make-a-complaint/>

There is no charge for making an appeal.

## More Information

Further information on the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations is available on the Information Commissioner's website at:

<https://ico.org.uk/>

If you would like any further guidance or assistance from us, please contact:

Democratic Services  
East Sussex Fire and Rescue Service Headquarters  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

Email: [foi@esfrs.org](mailto:foi@esfrs.org)

Tel: 01323 462 069



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## Contact Details

If you require this information in a different format, please contact:

East Sussex Fire and Rescue Service Headquarters  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

Tel: 0303 999 1000

Minicom: 01323 462 003

Website: [www.esfrs.org](http://www.esfrs.org)

Email: [enquiries@esfrs.org](mailto:enquiries@esfrs.org)