



Guidance on the Freedom of Information Act

The Freedom of Information Act 2000 gives a "general right of access" to information held by public authorities. [The Information Commissioner](#) enforces the FOI Act.

The FOI Act places two main duties on West Yorkshire Fire and Rescue Service:

- To adopt and maintain a [publication scheme](#).
- To deal with individual requests for information.

You can ask West Yorkshire Fire and Rescue Service for information, which is not published elsewhere and which is not exempt under the FOI Act.

Our commitment to openness

West Yorkshire Fire and Rescue Service aims to be as open as possible with the information we hold and the work that we do. You can find out more about this in our [Access to Information Policy](#).

We aim to:

- share information proactively
- use your requests to improve and develop the service we provide
- identify the information that people want and make it as widely available as possible
- make everyone at West Yorkshire Fire and Rescue Authority aware of the need to provide quality information
- review and revise our Publication Scheme
- make information available in plain language
- make as much of this information as possible available via our website
- respect the interests and wishes of third parties
- respond in a timely way
- provide advice and assistance, even if we cannot give you the information you want
- make information available free of charge (where possible)
- review our policies to make sure they serve you well

What is the publication scheme?

The publication scheme is a guide to the information we hold which is available to the public and will be routinely released. It sets out:

- the classes of information we publish or intend to publish
- the manner in which information will be published
- whether the information is available free of charge or upon payment

The purpose of a publication scheme is to make sure that a significant amount of information is available, without the need for a specific request. The scheme brings together the many different types of information available to the public in a structured way and provides details as to how it can be obtained. This aims to save you time and effort.

How we make information available

Information contained within the scheme is available in a number of ways:

- On our website

When information is available to you on the Internet, the web address is given and a link provided. Sometimes, the link may be to another organisation's website; where this is the case, the information is the responsibility of that organisation and not of the West Yorkshire Fire and Rescue Service. We do not provide printouts of other organisations' websites. Information available on our website is free of charge and can also be requested by email or post (see below).

- By email

Information will be sent by email on request, following the receipt of any fee payable.

- By post

Information will be posted upon request, following the receipt of any fee payable.

- By personal inspection

Some information may be viewed, by appointment, at our headquarters in Birkenshaw. Arrangements to view or copy information may be made by negotiation with the Information Management Officer.