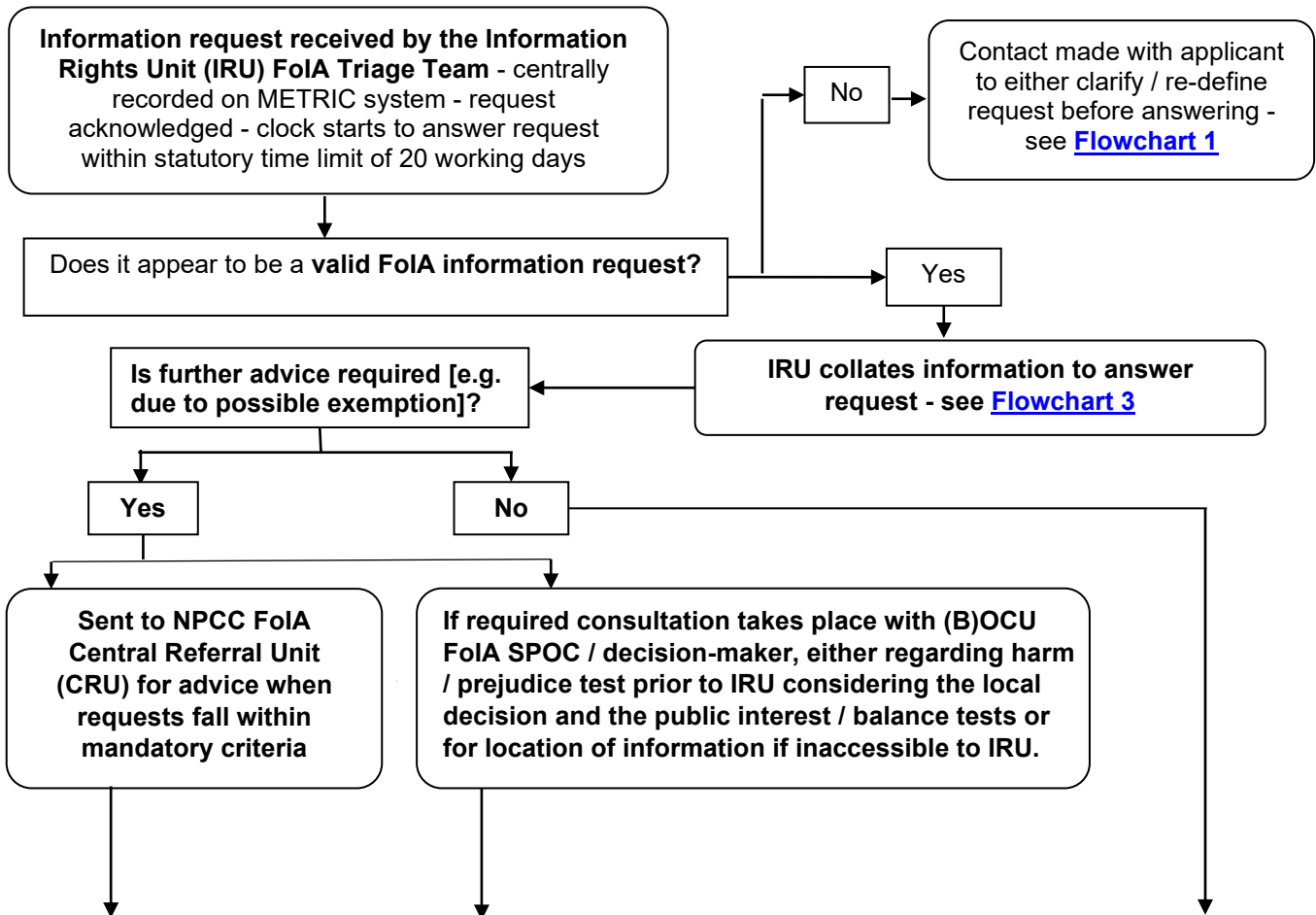


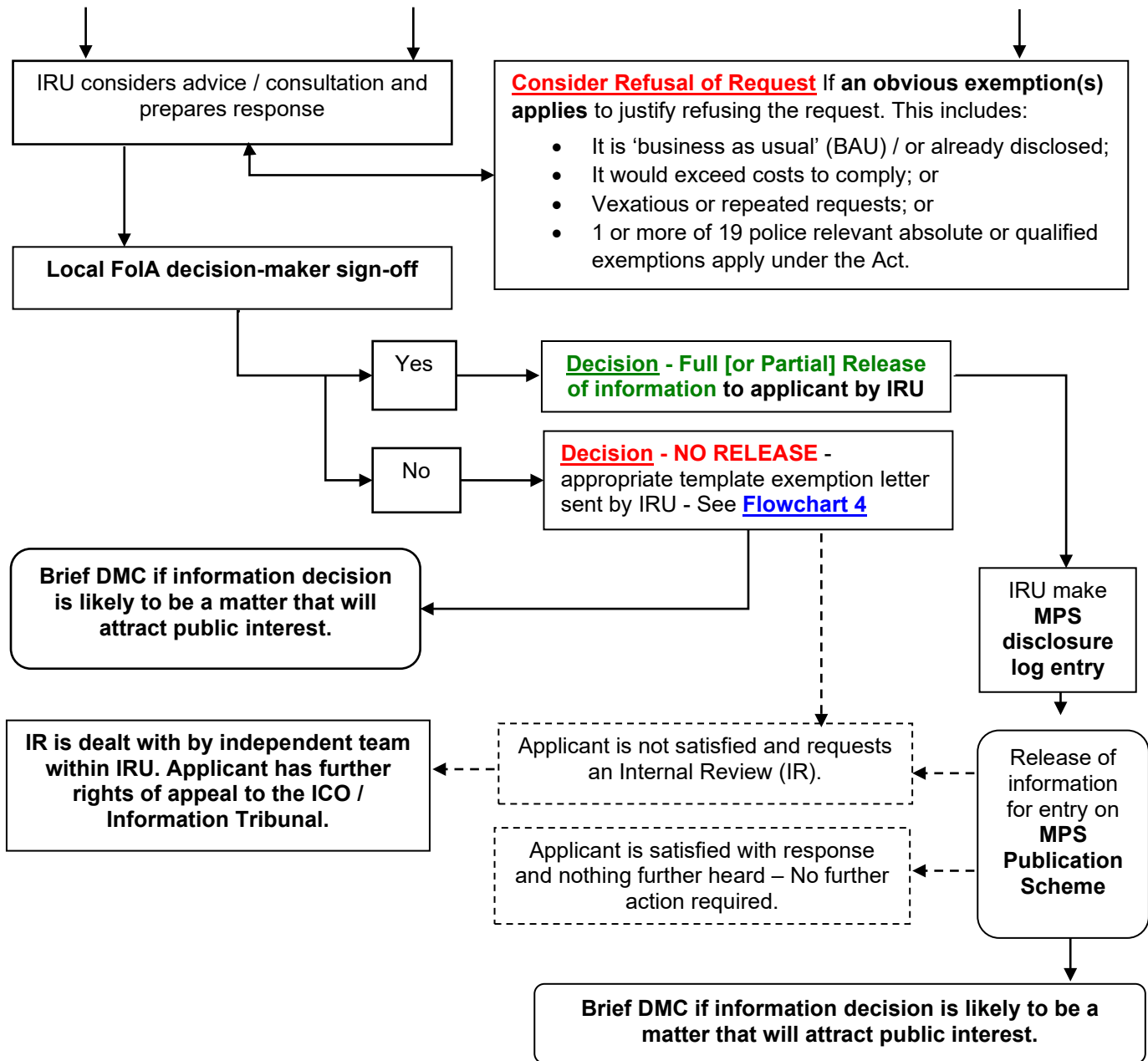
Freedom of Information Publication Scheme					
GSC Marking:	OFFICIAL			Publication (Y/N):	Y
Title:	Freedom of Information Act 2000 (FoIA) Compliance Policy Toolkit - Process for dealing with FoIA information requests - Flowchart 2				
Summary:	A flowchart showing the organisational structure for processing of information requests in the MPS to ensure FoIA compliance.				
Lead Branch / OCU:	Met HQ Strategy and Governance – Information and Insight - Information Rights Unit (IRU)				
Date created:	19 August 2016	Review date:	August 2020	Version:	1.0
Author:	[REDACTED], Information Policy Developer, Met HQ Information Assurance Unit (IAU)				

**Flowchart 2 - MPS Process for dealing with Freedom of Information Act 2000 (FoIA) information requests**

**Process - answering FoIA information requests received by the MPS**



Flowchart continues overleaf on page 2



The Information Rights Unit (IRU) - Met HQ Strategy and Governance – Information and Insight, is the unit tasked with answering all MPS information rights requests, including those as defined by the **Freedom of Information Act 2000 (FoIA)** and the **Environmental Information Regulations 2004 (EIR)**.

Contact IRU for advice on the FoIA process through the internal email address, '[FOI Enquiries and Requests](#)' or telephone [REDACTED]. Members of the public can be invited to send any FoIA information requests [that cannot be answered locally as BAU], direct to external email address - [foi@met.police.uk](mailto:foi@met.police.uk). Below is a basic flowchart showing how to deal with these information requests. If you require further information read all toolkit documents and also go to the [Authorised Professional Practice \(APP\) - Information Management - Freedom of Information](#)