



## Extract from the Port of Milford Haven's Information Governance Policy

### 12. FREEDOM OF INFORMATION ACT

12.1 The Freedom of Information Act 2000 provides public access to information held by public authorities. As the Port of Milford Haven is not a public authority, it is not subject to the Freedom of Information Act and therefore is not obliged to respond to Freedom of Information requests. However, the Department for Transport's Ports Good Governance Guidance states:

*"All Statutory Harbour Authorities are encouraged to consider meeting reasonable requests for information from stakeholders, where practical".*

12.2 Additionally, the Port is not exempt from responding to Environmental Information Regulations requests as proven through a ruling by the ICO in 2007.

12.3 By not responding to requests for information within the statutory time frames or according to the provisions of the relevant Act and or Regulations, the Port may adversely affect their reputation and incur additional costs through appeals and investigations by the ICO.

12.4 With this in mind, all Freedom of Information and Environmental Information Regulations requests received must be forwarded immediately to the Data Protection Officer who will consider each request individually.

12.5 Requests can be made by hand, post, social media, verbally or email, see details below.

Port of Milford Haven  
Gorsewood Drive  
Milford Haven  
Pembrokeshire  
SA73 3EP

Email: [enquiries@mhpa.co.uk](mailto:enquiries@mhpa.co.uk)

12.6 Although these requests do not have to say why the information is required or mention the Freedom of Information Act or Environmental Information Regulations they must:

- Detail the requestor's real name and confirm identity;



- Detail an address to which the Port can reply (postal or email address).

12.7 On receiving a request, the Port must reply within 20 working days.

12.8 The Act does not give people access to their personal information. If a member of the public wants to see personal information that the Port holds about them, they should make a Subject Access Request under the GDPR. The Data Protection Policy should be referred to for more information.