

Easy Read



# Know Your Rights

## Your guide to the Freedom of Information Act 2000



This leaflet was written by **Disability Wales**. It is an easy read version of “**Know your rights Use your rights Live your rights.**”

**March 2022**

# How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 16**.



Where the document says **we**, this means **Disability Wales**. For more information contact:

**Website:** [www.disabilitywales.org](http://www.disabilitywales.org)

**Email:** [info@disabilitywales.org](mailto:info@disabilitywales.org)

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This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, [click here](#).

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# Introduction



This booklet has been written by **Disability Wales**.



This booklet is for disabled people and disabled people's organisations.



This booklet gives information about the **Freedom of Information Act 2000**. But it is not legal advice.



There are 8 booklets in total. Each booklet has information about a different law.



This booklet was correct in January 2021. But the **United Nations Convention on the Rights of Disabled People** might change in the future.

# About our work



We work hard to protect the **rights** of disabled people.



**Rights** are the things you are allowed to do. For example, you have the right to get married and the **right** to vote.

**Rights** tell us how we should be treated. For example, you have the **right** to be treated with respect.

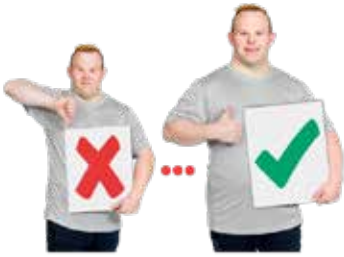
Other people have **rights** too. For example, you must treat other people with respect.



In 2020, we asked disabled people in Wales about their **rights**.



A lot of disabled people told us their **rights** were not well protected in Wales.



A lot of disabled people felt this would not improve in the future.



We want disabled people to know and use their **rights**. And to feel protected.



We wrote these 8 booklets to help.

# The Freedom of Information Act 2000



The **Freedom of Information Act 2000** says that anyone can ask **public bodies** for information.



**Public bodies** are services that are run for the public. For example, the NHS, local authorities, national parks, or fire service.



For example, you can ask **public bodies** about how they run their services. Or how they spend their money.



We will call **Freedom of Information, the Act** for short.

The **Act** says you can ask for information from:



- the government
- councils
- the NHS
- schools
- the police.

**Information you can ask for includes:**



- printed documents
- computer files
- letters and emails



- photographs
- video or sound recordings.





If you want information **public bodies** have about you, don't use the **Act**.



Use the **Data Protection Act** instead. Find out more about the **Data Protection Act** in the **Know Your Rights - More Information booklet**.

# Know your rights



If you ask a **public body** for information, this is called a **Freedom of Information** request.



Getting information in this way can be useful. For example, you might use the information to prove **discrimination**.

**Discrimination** is when you are treated badly or unfairly because of your sex, race, religion, disability, or sexual identity.

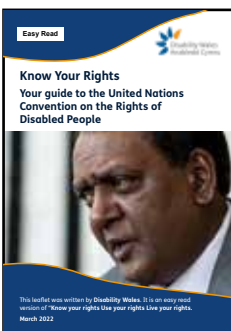
The information could help you make a claim using 1 of these laws:



- **The Equality Act. See Know Your Rights – Your guide to the Equality Act 2010** for more information on this law.



- **The Public Sector Equality Duty. See Know Your Rights - Your guide to the Public Sector Equality duties** for more information on this law.



- **The United Nations Convention on the Rights of Disabled People. See Know Your Rights - Your guide to the United Nations Convention on the Rights of Disabled People** for more information on this law.



A **public body** might say no to your **Freedom of Information** request. For example, they can say no if you ask for someone else's private information.



And they can say no if your **Freedom of Information** request will cost them lots of money.



If a **public body** says no to your **Freedom of Information** request, they should explain why.



If you are not happy with their reasons, complain to the **Information Commissioner**.

# Use your rights



Before you make a **Freedom of Information** request, check the organisation's website. In case the information you want is already there.



If you go ahead with a **Freedom of Information** request, it must be done properly.

You must make a **Freedom of Information** request by letter or email. And you should include:



- your name
- your address



- what information you want
- if you plan to share the information with anyone else.



Say in your **Freedom of Information** request if you need information in a certain way. Like in Easy Read.



**Public bodies** must give you information in a way you understand. This is the law.



You might have to pay for a **Freedom of Information** request. The **public body** will tell you if you need to pay anything. Like postage costs.



If you make a **Freedom of Information** request, you should get a reply within 4 weeks.



If it's going to take longer, the **public body** will let you know.

# More information



A list of government departments, agencies, and other public bodies is here:

[www.gov.uk/government/organisations](http://www.gov.uk/government/organisations)

Information on the Information Commissioner, and how to make complaints, is here:

[ico.org.uk/make-a-complaint](http://ico.org.uk/make-a-complaint)

The charity Cerebra has lots of useful letter templates. Including one for FOI requests:

[cerebra.org.uk/download/we-want-to-ask-for-information-under-the-freedom-of-information-act/](http://cerebra.org.uk/download/we-want-to-ask-for-information-under-the-freedom-of-information-act/)

# Hard words

## Discrimination

Discrimination is when you are treated badly or unfairly because of your sex, race, religion, disability or sexual identity.

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