

THE PUBLICATION SCHEME OF THE LIGHTHOUSE SERVICE OF THE CORPORATION OF TRINITY HOUSE

Introduction

The Corporation of Trinity House is the General Lighthouse Authority for England, Wales, the Channel Islands and Gibraltar and is responsible in those areas for the superintendence and management of a range of aids to navigation from lighthouses to satellite navigation systems (differential GPS). It is one of three General Lighthouse Authorities. The other two are the Commissioners of Northern Lighthouses (more commonly known as the Northern Lighthouse Board) who are the Authority for Scotland and the Isle of Man and the Commissioners of Irish Lights (known as Irish Lights) who are the Authority for Ireland.

The Merchant Shipping Act 1995 sets out the main rights and responsibilities of Trinity House as a GLA "TH". These cover the provision, maintenance, inspection and control of marine aids to navigation, wreck removal and the collection of light dues. Wreck removal is also covered by the Wreck Removal Convention Act 2011. TH's powers to undertake commercial work are covered by the Marine Navigation Act 2013.

The Freedom of Information Act 2000 ("FOIA") gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. TH is not designated as a public authority under the FOIA. However, it has elected voluntarily to act within the spirit of the FOIA, including establishing this Publication Scheme.

This Publication Scheme relates solely the role of the Corporation of Trinity House as a General Lighthouse Authority.

The purpose of the Publication Scheme is to set out the types of information that TH will make available to the public, the method for accessing the information, which we aim to make as easy as possible, and any costs that will be levied to obtain such information.

Responsibility for the TH Publication Scheme at Board level rests with Captain Ian McNaught, the Executive Chairman. The scheme is managed on a day-to-day basis by:

*Thomas Arculus
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London EC3N 4DH
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E-mail: thomas.arculus@thls.org

Members of the public who wish to obtain information by any method other than through accessing our website should contact:

*Neil Jones
Public Relations & Records Manager*

Trinity House
Harwich
Essex CO12 3JW
Tel: 01255 245155

E-mail: neil.jones@trinityhouse.co.uk

Classes of Information available under the TH Publication Scheme

TH intends to publish as much information as is reasonable on subjects in which there is known to be public interest, although it may not release information covered by exemptions under the FOIA. For example, information will not be released if, in TH's view, it is commercially sensitive, relates to formulation of future policy, security matters, comprises legal advice or its disclosure would amount to an unwarranted invasion of privacy.

TH publishes or intends to publish information under the following classes:

- (i) *Responsibility* – Information on duties as the General Lighthouse Authority for England, Wales, the Channel Islands and Gibraltar
- (ii) *Infrastructure* - Details of organisational structure and support services, including our ships and other property
- (iii) *Aids to Navigation Policy* - Information on policy, aims and objectives for the provision of Aids to Navigation around the coast of England, Wales, the Channel Islands and Gibraltar
- (iv) *Provision & Performance of Aids to Navigation* - Information on the location, nature and performance of Aids to Navigation around the coast of England, Wales, the Channel Islands and Gibraltar
- (v) *Performance Management* - Information about targets, performance and initiatives for promoting efficiencies
- (vi) *Commercial Activities* – Information on the commercial activities undertaken by TH and opportunities to purchase TH merchandise
- (vii) *Financial Information* – Background information on funding and how to obtain copies of the “General Lighthouse Fund Report & Accounts”
- (viii) *Career Opportunities* - this will include information about careers in TH and current vacancies. It will not include information about individual staff members.

Access to Information

Unless otherwise indicated, the information described in this Publication Scheme is available from the TH website <http://www.trinityhouse.co.uk/> or on request in hard copy from Neil Jones, the Public Relations & Records Manager at the address shown above. For people who need information in alternative formats, we will take all reasonable steps to make the material available.

Under the Data Protection Act 1998, you may request a copy of any personal data that TH may hold about you. Any requests under the Data Protection Act 1998 should be directed to Thomas Arculus, Data Protection Officer, at the address above.

Information may also be made available under the Environmental Information Regulations 2004. Any requests under these regulations should be directed to Thomas Arculus.

Recent press releases in connection with TH and information on publications of TH are available on our website under the Media Centre section.

Further information about the General Lighthouse Authorities may be viewed free of charge on <http://www.legislation.gov.uk/>. Printed copies are available to order, on payment of the appropriate costs, from the Stationery Office website, <http://www.tsoshop.co.uk> and TSO shops in cities and major towns across the UK.

Among the information published by TSO are:

- The General Lighthouse Fund Report and Accounts
- The Merchant Shipping Act 1995
- The Marine Navigation Act
- The current Light Dues regulations

Copyright

The material available on this website is copyrighted to the Corporation of Trinity House and may not be altered, sold or misappropriated. Material may be downloaded or copied for personal use but if the material is to be re-published in any format then appropriate permission and acknowledgement is required from the copyright owner.

Costs

Material that is presented on this website is available free of charge, unless otherwise stated. Information on the website will be provided in hard copy on request. Such requests should be directed to Neil Jones, the Public Relations & Records Manager.

There will be no charge for information that costs less than £450 to produce. We reserve the right to make a charge where the cost of providing information exceeds this sum.

Refusal to provide Information

Where TH refuses to meet a request to provide information, Thomas Arculus, the Data Protection Officer, will be responsible for advising the member of the public of the reasons for not meeting the request.

Any appeals against this non-disclosure will be passed to Captain Ian McNaught, the Executive Chairman.