

FOI 2020-008

I write in connection with your request for information dated 17<sup>th</sup> January 2020 concerning the data breaches/policies, including advice.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requester. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, searches were conducted within the Office of the Police and Crime Commissioner (OPCC). I can confirm that the information you have requested is held by the Police and Crime Commissioner.

You wrote:

- 1) Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use
- 2) A copy of the last 5 dpias completed
- 3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media
- 4) A copy of any instructions given to staff members to reduce data security breaches, for example double checking work
- 5) A copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?
- 6) Please can I have a copy of the risk rating that you use to evaluate data security incidents?

Response:

The information that you are requesting is not stored in a way which permits easy retrieval.

What I am able to provide you are the answers documented below:-

**1)** Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

Copy attached – doc 1a and 1b.

**2) A copy of the last 5 dpias completed**

Searches of the OPCC show no record of any requests for dpias.

**3)** a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media

A PowerPoint presentation that all OPCC staff have to view as part of their induction training is attached – doc 2.

**4)** A copy of any instructions given to staff members to reduce data security breaches, for example double checking work

Data protection officers and Managers frequently provide advice, guidance and instructions regarding DP compliance, which in turn should reduce breaches etc. To find all records of advice provided would require manual searches of the systems.

Under the circumstances I am absolutely confident that to locate, retrieve and extract the information you seek would by far exceed the time obligations upon this authority to comply, and in so doing would exceed the fees limits. This is set at £450 calculated at a flat rate of £25 per hour for those work activities comprising of confirming the information is held, locating it, retrieving it and extracting it.

Although excess cost removes the forces' obligations under the Freedom of Information Act, as a gesture of goodwill I have supplied information, relative to your request, retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request.

Wiltshire Office of the Police and Crime Commissioner has adopted the systems and policies on this business area with Wiltshire Police.

**5)** A copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

Available on Wiltshire Police Web page. Links below.

[https://www.wiltshire.police.uk/media/327/CRC-Energy-Efficiency-Scheme-Policy/pdf/CRC\\_Energy\\_Efficiency\\_Scheme\\_Policy.pdf?m=636628581118670000](https://www.wiltshire.police.uk/media/327/CRC-Energy-Efficiency-Scheme-Policy/pdf/CRC_Energy_Efficiency_Scheme_Policy.pdf?m=636628581118670000)

[https://www.wiltshire.police.uk/media/328/CRC-Energy-Efficiency-Scheme-Procedure/pdf/CRC\\_Energy\\_Efficiency\\_Scheme\\_Procedure.pdf?m=636628581329070000](https://www.wiltshire.police.uk/media/328/CRC-Energy-Efficiency-Scheme-Procedure/pdf/CRC_Energy_Efficiency_Scheme_Procedure.pdf?m=636628581329070000)

**6)** Please can I have a copy of the risk rating that you use to evaluate data security incidents?

"The definition of a 'Red' incident is classified as:

- Harm or potential harm to individuals
- Significant adverse impact on a large number of force systems
- Potential large financial risk or legal liability to the Force
- Large scale loss of personal or classified data
- Serious adverse impact to Force operations

The definition of an 'Amber' incident is classified as:

- Adverse but non-critical impact on a force system or service
- Adversely impact on a force divisional service
- Local disruption to a site or local force system
- Small scale loss of Police data with limited harm
- Loss of warrant cards, access cards or equipment or uniform."

Ordinarily under our section 16 duty to provide advice and assistance, we would advise you how to refine your request to a more manageable level. However, I have provided the information that we could provide if your question was modified.

Section 17 of the Freedom of Information Act 2000 requires the Office of the Police and Crime Commissioner, when refusing to provide such information (because the information is exempt) to provide you the applicant with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

The exemption applicable to the information requested is:

Section 12: Exemption where cost of compliance exceeds appropriate limit

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

In accordance with section 17 of the Act, this letter represents a Refusal Notice for this particular request.