

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext 62005

www.wiltshire.police.ukdisclosure@wiltshire.pnn.police.uk

Paul knight
request-630954-47658538@whatdotheyknow.com

Date: 23/01/2020

Your ref: FOI

Our ref: FOI 2019 / 1200

Reply contact name is: Simon Watson

Dear Paul,

I write in connection with your request for information dated 30/12/2019 concerning Policies.

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 requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and I am not obliged to supply the information you have requested.

You wrote:

Dear Wiltshire Constabulary,

- 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?

Our response:

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

- 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.



INVESTOR IN PEOPLE

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. 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

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.

Internal training document attached

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/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 Wiltshire Police, 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.

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Simon Watson
Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:
Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.pnn.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FoI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk