



# NORTH YORKSHIRE FIRE & RESCUE SERVICE

Your reference:

My reference: CAO/FOI/2257

When telephoning please ask for:  
Joanne Hawcroft, Central Administration  
Office

North Yorkshire Fire and Rescue Service Headquarters  
Alverton Court  
Crosby Road  
Northallerton  
North Yorkshire  
DL6 1FE

Tel: 01609 780150  
Fax: 01609 788520  
Email: CAO.ServiceInformation@northyorksfire.gov.uk

Tuesday 4<sup>th</sup> February 2020

Dear Mr Wells

## **Re: Freedom of Information Request – Documents**

With reference to your Freedom of Information request dated 7<sup>th</sup> January 2020, the information you requested has been provided below.

### ***You asked:***

- 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:***

- 1) Please see attached copies of the current SAR acknowledgement and response letters.
- 2) We are unable to issue you with copies of the last 5 DPIAs completed due to the sensitivity of data contained within them relating to systems. Therefore, I am exempting this element of your request under S31.

**Section 31** provides an exemption where prejudice might be caused to criminal and other investigations and to more general steps taken in relation to crime prevention, law enforcement, and investigatory functions.

Section 31 (1) (a) states that information 'is exempt information if its disclosure under the Act would, or would be likely to, prejudice, the prevention and detection of crime. Releasing this information into the public domain would likely leave the Service open to an increased risk of the hacking of its systems and we have a duty to ensure that these systems are appropriately protected.

3) We have not written any new internal mandatory information governance training in the last 2 years. All staff are required to undertake several E-Learning modules as part of their induction to the Service and then every 2 years thereafter - Protecting Information, GDPR and Social Media.

4) Along with the e-learning modules referred to in Q3, NYFRS also have an Information Security and Handling Policy, Data Protection Policy and all fire service premises have an Information Governance noticeboard which staff are regularly reminded to read. Reminders as to the importance of information security are also regularly issued in staff bulletins.

5) We have not implemented any policies to help reduce the environmental impact that the organization has in the last 2 years. The Service does have a current Environmental Strategy. Please see the following link:

<https://www.northyorksfire.gov.uk/about-us/key-documents/policies>

6) The risk rating used to evaluate data security incidents are assessed in accordance with section IV of WP29 "[Guidelines on Personal Data Breach Notification Under Regulation 2016/679](#)".

If you require any further information, please do not hesitate to contact the Central Administration Office on 01609 780150.

If you are in any way unhappy with the service you have received in relation to your request and wish to make a complaint, please contact The Complaints Officer at North Yorkshire Fire and Rescue Service. Our complaints procedure is available on our website at [www.northyorksfire.gov.uk](http://www.northyorksfire.gov.uk).

North Yorkshire Fire and Rescue Service should be notified of your intention to complain within 2 months of the date of its response to your Freedom of Information request.

If you are still not satisfied following this, you can make an appeal to the Information Commissioner who is the statutory regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Telephone: 01625 545 700, [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Joanne Hawcroft', with a stylized flourish at the end.

**Joanne Hawcroft**  
**Central Administration Office Manager**