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From: **S40**
Sent: 06 June 2008 17:11
To: **S40**
Cc: **S40**
Subject: High Risk FoI Cases
Importance: High

Dear Colleagues,

This email serves as a reminder to be alert to the issue of identifying High Risk FOIA requests.

You will notice that when allocated a Freedom of Information Act request to deal with by the Public Access Office, the log will contain the following phrase:-

You MUST obtain approval from DPA / Press Liaison and / MPS ACPO portfolio lead before release if this request is from a journalist or identified as high risk.

The management of FOIA and the potential release of information into the public domain has to be consistent, corporate and within the legislative requirements of

FOIA. It is therefore vitally important to the MPS that those requests having the potential to cause significant harm are identified at the earliest opportunity. Again,

ACPO guidance summarises HARM as follows:-

The undesired consequence of the disclosure of information which will or could lead to the physical or mental harm to an individual, damage to property, loss of confidence or a reduction in the effective provision of public service delivery, temporary or permanent.

With this in mind, the Public Access Office are categorising the following types of request as HIGH RISK and would wish to be notified at the earliest opportunity of any change to the status of a request from either normal > high risk or vice versa.

This High Risk assessment is over and above the normal Central Referral Criteria that exists already and is purely for MPS purposes.

HIGH RISK

Covert Human Intelligence Source / Informant information
Registered Sex Offender or MAPPA related information
Information impacting on MPS Counter Terrorism Command
Surveillance Information
Regulation of Investigatory Powers Act (RIPA) information

Witness Protection Programmes

Any data falling with the realm of Section 23 or 24 Freedom Of Information. (Security Bodies and or National Security Issues)

Any information relating to or requests from VIP's (MP's etc) and or Royal Household

Covert or MPS secure IT systems

Procurement / high value contract information

Any unpublished MPS procedures

Any statistical information either Crime or HR, especially when from an identified media source

Requests for Third Party Information in the hands of the MPS, ie: from the Home Office, MPA, GLA, IPCC etc.

High Profile Investigations, ie; Stockwell, Cash for Honours etc.

Misconduct, Employment Tribunal or Civil Action Information

Any request involving an identified member of the Media.

The process is not intended to hinder or delay the release of information but to ensure that we release consistent information and are properly prepared for any potential consequences of the release.

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Please consider the environment before printing this email.