

Operation Kalmia Document Handling Terms and Conditions

You have requested that Operation Kalmia share documentation held by the investigation team. These documents in some cases reveal extremely sensitive personal information. Due to the potential physical harm it may cause to individuals should that information be inappropriately shared, inadvertently or otherwise the following handling terms and conditions are brought to the attention of the person requesting this documentation to minimise this risk.

1. Copying of the documentation is permitted but only to the extent necessary to comply with the litigation process. Documentation that is photocopied should be securely stored and appropriately redacted before it is further disseminated to ensure that the information contained within this documentation is protected.
2. Storage and handling of the documents must be done according to GPMS document storage policy. The documents must not be left out unsupervised at any time.
3. Only appropriately vetted personnel should have access to the documents.
4. No further dissemination or disclosure of these documents to take place without the agreement of either the IPCC Senior Investigator or Operation Kalmia SIO.
5. Should any further dissemination or disclosure be agreed by the SIO accurate records of who any copied and redacted documentation has been provided to should be made. At the conclusion of any proceedings this documentation should be returned and stored according to GPMS storage policy or destroyed as per policy.

I, confirm that I have read and understand the handling terms of the documentation supplied by Operation Kalmia and agree to comply with the terms and conditions as set out above.

Date/...../2014