



17 December 2019

Email: tim wells request-627640-3f5467e5@whatdotheyknow.com

Dear Mr Wells

FREEDOM OF INFORMATION REQUEST

Request No: AD-IG-01(2)-243-2019

Subject: Subject Access Request Templates and Mandatory Governance Training

Request: **Date Received:** 14/12/2019
Date of Monitoring: 17/12/2019

Thank you for your request for information received on 14 December 2019 which is detailed below.

Question 1

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

Question 2

A copy of the last 5 dpias completed

Question 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

Question 4

A copy of any instructions given to staff members to reduce data security breaches, for example double double checking work which was written in the last 5 years

Question 5

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

Your request was received on 14 December 2019 and I am dealing with it under the terms of the Freedom of Information Act 2000 and if approved you will receive the information requested within the statutory timescale of 20 working days from the monitoring start date ie 17 January 2020.

Please further note, the Freedom of Information Act only covers recorded information held on computers, emails, handwritten documents etc and does not relate to creating new information or giving an opinion or judgement that is not already recorded.

For your information, the Act defines a number of exemptions which may prevent release of the information you have requested.

If any of the exemption categories apply then the information will not be released. You will be informed if this is the case, including your right of appeal.



If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will also be informed if this is the case.

If you have any queries about this letter, please contact me 028 9040 0734 to discuss. Please remember to quote the reference number above in any future correspondence.

Yours sincerely

Laura Duncan

Laura Duncan
Information Governance Officer