

Our Ref: 001 2020
Date: 16 January 2020

Mr T Wells
request-630967-8087eb13@whatdotheyknow.com

Dear Mr Wells

Thank you for your Freedom of information (FOI) request dated 30 December 2019.

Your request has been recorded in accordance with our FOI procedures as follows;

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

Section 1 of the Freedom of Information Act 2000 (FOIA) places two duties on public authorities.

Unless exemptions apply, the first duty at Sec 1(1)(a) is to confirm or deny whether the information specified in a request is held.

The second duty at Sec 1(1)(b) is to disclose information that has been confirmed as being held. Where exemptions are relied upon s17 of FOIA requires that we provide the applicant with a notice which: a) states that fact b) specifies the exemption(s) in question and c) states (if that would not otherwise be apparent) why the exemption applies.

Having completed my enquiries we are able to respond to your requests as follows:

1. Copy of templates currently used for Subject Access Requests received in the Office of the Police Fire and Crime Commissioner are attached.

2. The Office of the Police Fire and Crime Commissioner has not carried out any DPIAs - please see further information in (6).
3. The Office of the Police Fire and Crime Commissioner access mandatory training as provided online via Essex Police as part of staff induction process prior to any access to IT packages. We are unable to share this presentation with you and you may wish to contact Essex Police. Our own office induction includes an introduction to data protection with the office Data Protection Officer. Please see attached Powerpoint presentation which is regularly used to undertake team training sessions and as a tool for working through with new starters.
3. The Office of the Police Fire and Crime Commissioner does not hold this information as a document. All staff are regularly updated and attend refresher sessions held in Team Meetings on data protection which cover issues including:
 - a. double check the autofill email addresses when sending emails,
 - b. Updated on the Police Fire and Crime Commissioner's constitution and government security classifications to ensure that work, emails and attachments are classified correctly
 - c. Implementation of security measures for office technology/laptops (for example individual coding for office printers).
- 5) This information is not held in The Office of the Police Fire and Crime Commissioner. Within the team we operate initiatives and raise awareness to reduce our environmental impact such as operating a paperless environment where possible, minimise driving to/from work and nationwide, etc. Facilities within the Office of the Police Fire and Crime Commissioner are managed by Essex County Fire and Rescue Service due to our location within their building.
- 6) With regard to data breaches we assess each incident against risk in accordance with the guidance provided by the ICO. ('...consider the likelihood and severity of the risk to people's rights and freedoms, following the breach. When you've made this assessment, if it's likely there will be a risk then you must notify the ICO; if it's unlikely then you don't have to report.') Further information can be found at:
<https://ico.org.uk/>

Your right to complain:

If you feel your request has not been properly handled, or you are otherwise dissatisfied with the outcome of your request you have the right to complain.

Complaints should be submitted within 20 working days from the date of this response and should be addressed to Chief Executive at Office of the Police, Fire and Crime Commissioner for Essex, Top Floor, Kelvedon Park, Rivenhall, Witham, Essex, CM8 3HB or by email to: pfcc@essex.pnn.police.uk

We will conduct a review to investigate your complaint and endeavour to reply within 20 working days.

Please explain which aspect of the reply you are not satisfied with, and if your complaint concerns the decision to apply an exemption it would assist the review if you would outline why you believe the exemption does not apply.

If you are still dissatisfied following our review, you have the right under section 50 of the Act to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by PFCC for Essex

Yours sincerely

Office of the Police, Fire and Crime Commissioner for Essex

Attachments:

Internal GDPR/Data Protection presentation slides (1) (2) and (3)

Template for SAR Acknowledgment

Template for SAR Response