



Dear Mr McGartland

**FREEDOM OF INFORMATION ACT 2000 - Reference No. F-2011-03628**

I refer to the above and your request for an internal review of the decision regarding:-

[Arising from previous request F-2011-02618]

**“Please supply me with all documents and other information concerning above i.e. all correspondence, written notes and records to and from the PSNI’s Central FOI Unit including copy of their ‘final response’. ...Please also include all written notes that will have been created while dealing with this request as well as all correspondence, other documents, emails, telephone notes/records etc.”**

I have carried out a review of how the initial request was processed and the exemption applied. When carrying out the review I have looked at the matter completely afresh and have revisited all considerations and decisions reached.

The request has been treated as applicant blind and the identity of the requester has not been an overriding factor in arriving at the decision reached. As in every case, PSNI must be mindful that release of information under FOIA is a release into the public domain, not just to the requester, and accordingly that there must be careful consideration of any harm caused by disclosure and the where the public interest lies.

There is a general right of access to information held by public authorities pursuant to s.1(1)(a) and s.1(1)(b) of FOIA which states that a person is entitled to:-

- ☐ Be informed in writing by the public authority if it holds the information; and
- ☐ To have that information supplied.

This is of course subject to any applicable exemptions being engaged.

The original decision concerning your request was set out in the response which was sent to you on 2<sup>nd</sup> December 2011. The decision comprised a s.17 refusal notice on the grounds that s.40(1)(2)(a)&(b) and s.40(3)(a)(i) were engaged – exemption for personal information.

Personal

Professional

Protective

Having considered the matter carefully, I am not satisfied that the said exemptions are engaged in relation to this information. Accordingly the decision of my review is to release the information requested subject to redactions on grounds of relevance and for personal information contained therein. The information requested is attached and the redacted portions have been 'stamped' to identify the appropriate exemptions relied upon which are discussed below.

In relation to the redacted portions, s.17(1) of FOIA requires a public authority when refusing to provide information to provide the applicant with a notice that:-

- (a) States that fact;
- (b) Specifies the exemption in question; and
- (c) States (if that would not be otherwise apparent) why the exemption applies.

This letter should be taken as a s.17 refusal notice in relation to the redacted portions of the supplied information.

S. 40 of FOIA relates to the exemption from disclosure for Personal Information. Under s.40(1) information is exempt information if it constitutes personal data of which the applicant is the data subject. Under s.40(2) information is exempt if it constitutes personal data which do not fall within subsection (1) and either of the two conditions are satisfied – namely that disclosure would contravene the data protection principles or would cause damage and distress. Personal data means data that relate to a living individual who can be identified from those data or from those data and other information that is in the possession of, or likely to come into the possession, of the data controller.

The data protection principles require that data must be:-

- (1) Fairly and lawfully processed;
- (2) Processed for limited purposes;
- (3) Adequate, relevant and not excessive;
- (4) Accurate and up to date;
- (5) Not kept for longer than is necessary;
- (6) Processed in line with the data subject's rights;
- (7) Secure; and
- (8) Not transferred to other countries without adequate protection.

The redacted portions contain personal data, namely the names and contact details of individuals, and I am satisfied that the information is exempt as disclosure would breach principles (1), (2), (3) and (6) as disclosure under an FOIA request would result in publication of the personal data 'to the world'. The personal data is also not relevant to the subject of the request.

Where within the information there was material which was not relevant to the request, in particular that it consisted of information that was not requested, the redactions have been marked accordingly.

If you remain unhappy about how your request has been handled you have the right to apply directly to the information Commissioner. The Information Commissioner's address is:-

Information Commissioner's Office  
Wycliffe House  
Water lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely,

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**LEGAL ADVISER (C0233048)**

**From:** [REDACTED]@whatdotheyknow.com  
**Sent:** 04 August 2011 00:17  
**To:** zFOI  
**Subject:** Freedom of Information request - PSNI's staff confidentiality agreements and related disciplinary actions

s.F40(1)

Dear Police Service of Northern Ireland,

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.
2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.
3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)
4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.
5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).

With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.

Yours faithfully,

[REDACTED] s.F40(1)

-----  
Please use this email address for all replies to this request:

s.F40(1) [REDACTED]@whatdotheyknow.com

Is FOI@psni.pnn.police.uk the wrong address for Freedom of Information requests to Police Service of Northern Ireland? If so, please contact us using this form:

Disclaimer: This message and any reply that you make will be



published on the internet. Our privacy and copyright policies:  
<http://www.whatdotheyknow.com/help/officers>

If you find this service useful as an FOI officer, please ask your  
web manager to link to us from your organisation's FOI page.

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This email was received from the INTERNET and scanned by the Government Secure  
Intranet anti-virus service supplied by Cable&Wireless Worldwide in partnership with  
MessageLabs. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call  
your organisation's IT Helpdesk.  
Communications via the GSi may be automatically logged, monitored and/or recorded for  
legal purposes.

**s.F40(2)****s.F40(2)(a)****s.F40(2)(b)****s.F40(3)(a)****s.F40(3)(ai)****Sent:** 05 August 2011 15:39**s.F40(1)** **To:** [REDACTED]@whatdotheyknow.com'**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 5, 2011

**s.F40(1)**

Dear Mr. [REDACTED]

FREEDOM of INFORMATION ACT 2000

I write in connection with your request for information dated August 4, 2011 which was received by the Police Service of Northern Ireland (PSNI) on August 4, 2011. I note you seek access to the following information:

### Confidentiality Agreements

This request will be dealt with under the terms of the Freedom of Information Act 2000. A response should be sent to you within 20 working days. The Freedom of Information team will advise you in writing if there are any delays in responding to your request and will keep you advised of progress.

In the event where the cost of complying with the request would exceed the "appropriate level", which is fixed at £450, as stated in the Freedom of Information Regulations 2004, it is the policy of the PSNI to close the request. You will however be notified of this decision and given an opportunity to refine and resubmit the request.

If your request requires either full or partial transference to another public authority in order to answer your query, again, you will be notified.

If you have any queries regarding your request please write or contact the Freedom of Information Team on 028 9070 0164. Please remember to quote the reference number listed above in any future communications with the Freedom of Information Team.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Yours sincerely,

Mr Gordon Reid  
Head of Data Protection and Freedom of Information

000003

21/11/2011



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 5, 2011	<b>Date Compiled Information sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 4)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES / NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>YES / NO</b>

**If the information can be retrieved within 18 hours**

Please proceed to retrieve the information and forward to the FOI Team, along with the completed Harm Test, at the earliest opportunity and no later than **Return by date above**. Please also complete **Section 3** as to the actual time taken to complete the retrieval etc.

**If the information cannot be retrieved within 18 hours**

You must now provide, at **Section 4**, a detailed explanation of the work required for the retrieval and how you made the estimate. As the Public Authorities are required under Section 16 of the Act to provide advice and assistance to the requester, please advise how the request could be refined so that some of the information could be provided within 18 hours. Please respond at the earliest opportunity and no later than **Return by date above**.

<b>Section 3 – Within 18 Hours</b>	
Actual time taken in locating and retrieving the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. Please break the time down for each individual question.	<u><b>Hours / Mins</b></u>

<b>Section 4 – Over 18 Hours</b>	
Explanation of the work required for the retrieval and how you made the estimate, (Over 18 hours only).	
<b>Explanation:-</b>	<u><b>Hours / Mins</b></u>
Advice as to how the request may be refined. (e.g. question 1 & 3 can be provided within cost)	
<b>DCU / Dept to Complete if appropriate</b>	



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5. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete



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1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES / NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>YES / NO</b>

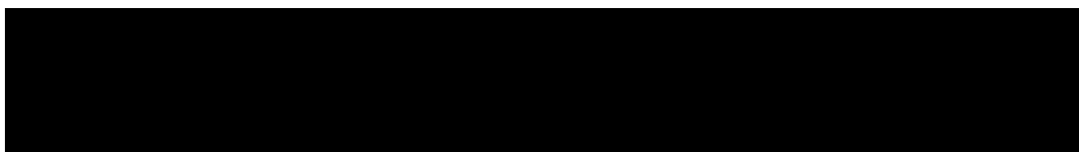
<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<b>Hours / Mins</b>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)



**Sent:** 11 August 2011 15:51

**To:**



**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [redacted]

on [redacted]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

FOI Team  
PSNI Headquarters

000009

21/11/2011



s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**Sent:** 05 August 2011 15:57

**To:**

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker.doc; Blank Harm Test .doc

August 5, 2011

Due Back :- August 16, 2011

Professional Standards Dept,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

**If the information can be retrieved within 18 hours**

Please proceed to retrieve the information and return it to the FOI Team, along with the completed Harm Test (when opened, to view in correct format click on view tab and then click on print layout) no later than August 16, 2011. Please also complete **Section 3 of the case tracking form** (when opened, to view in correct format click on close tab above screen 1 of 4) as to the actual time taken to complete the retrieval etc.

**If the information cannot be retrieved within 18 hours**

You must now provide, at **Section 4 of the case tracking form**, a **detailed explanation** of the work required for the retrieval and how you made the estimate. As the Public Authorities are required under Section 16 of the Act to provide advice and assistance to the requester, please advise how the request could be refined so that some of the information could be provided within 18 hours.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Please respond to zFOI at the earliest opportunity and **no later than August 16, 2011**.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)



s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**Sent:** 08 September 2011 11:14

**To:**

**Cc:**

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker All Heads.doc



Please see below from PSD. Can I ask you to complete the attached Case Tracker with an **estimate** for retrieval of Question 1 (local policies/procedures concerning confidentiality) and Questions 2-5 (discipline of civilian staff)?

Many thanks,

Freedom Of Information  
Ext

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:**

**Sent:** 08 September 2011 10:54

**To:** zFOI

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618



PSD are responsible for internal discipline of police officers only. Police officers are governed by the Police Service of Northern Ireland (Conduct) (Amendment) Regulations 2008 and the standards set out in these regulations - the PSNI Code of Ethics. This legislation does not apply to police staff, therefore HR deal with disciplinary issues involving police staff members according to the Police Staff Handbook and the Code of Ethics outlined within.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** On Behalf Of zFOI

**Sent:** 08 September 2011 10:39

**To:**

**Subject:** RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618



H District have advised that PSD can respond to questions 2-5 for civilian staff as well as police staff. Can you confirm this?

Thanks,

Freedom Of Information

000011

21/11/2011

Ext 33640

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:52  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]  
Please see below.

[REDACTED]  
Business Service Manager  
H District  
Ext [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:48  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]  
In relation to question 1. This is such a generic question that the most suitable response would be to either refer or supply the applicant with the Civil Service Code. As this is available on PoliceNet then the question is not specific to HR.  
In relation to questions 2-5 PSD also deal with civilian staff and would be best placed to answer same.

[REDACTED]  
HR

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:37  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

[REDACTED]  
For your attention.

Regards,

[REDACTED] *HR Office / Coleraine/Ballymena / Exts* [REDACTED]

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:23  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

000012

21/11/2011

Please provide an estimate.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

Business Service Manager  
H District  
Ext [REDACTED]

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**From:** [REDACTED] **On Behalf Of** zFOI

**Sent:** 11 August 2011 15:51

[REDACTED]

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

FOI Team  
PSNI Headquarters

000013

21/11/2011



[REDACTED]

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**From:** MORRIS Cherith on behalf of zFOI  
**Sent:** 08 September 2011 15:08  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** 02618 Case Tracker.doc; Blank Harm Test .doc

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

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**From:** [REDACTED]  
**Sent:** 08 September 2011 15:08  
**To:** zFOI  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

please find attached cost estimate as requested

thanks

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

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**From:** [REDACTED] On Behalf Of zFOI  
**Sent:** 05 August 2011 15:57  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 5, 2011

Due Back :- August 16, 2011

Professional Standards Dept,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

**If the information can be retrieved within 18 hours**

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**If the information cannot be retrieved within 18 hours**

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NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

000015

21/11/2011

Please respond to zFOI at the earliest opportunity and **no later than August 16, 2011.**

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai**



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 5, 2011	Date Compiled Information sent to FOI Team (Section 3)	DCU / Dept to Complete
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 4)	DCU / Dept to Complete
Request Summary and details	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		





Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	YES
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	YES

**If the information can be retrieved within 18 hours**

Please proceed to retrieve the information and forward to the FOI Team, along with the completed Harm Test, at the earliest opportunity and no later than **Return by date above**. Please also complete **Section 3** as to the actual time taken to complete the retrieval etc.

**If the information cannot be retrieved within 18 hours**

You must now provide, at **Section 4**, a detailed explanation of the work required for the retrieval and how you made the estimate. As the Public Authorities are required under Section 16 of the Act to provide advice and assistance to the requester, please advise how the request could be refined so that some of the information could be provided within 18 hours. Please respond at the earliest opportunity and no later than **Return by date above**.

Section 3 – Within 18 Hours	
Actual time taken in locating and retrieving the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. Please break the time down for each individual question.	<u>Hours / Mins</u>

Section 4 – Over 18 Hours	
Explanation of the work required for the retrieval and how you made the estimate, (Over 18 hours only).	
<b>Explanation:-</b>  Question 1 PSD information re PSD information = 15 mins Question 2 to 5 = There are around 1000 files held at PSD for this time-frame and to retrieve the files and extract the information ( 34 hours to retrieve files, 33 hours to extract information)	<u>Hours / Mins</u>  69 hrs 15 mins
Advice as to how the request may be refined. (e.g. question 1 & 3 can be provided within cost)	



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<p><b>DCU / Dept to Complete if appropriate</b></p> <p>PSD could provide information re questions 2 to 5 for officers disciplined for breach of Article 3 Privacy &amp; Confidentiality of the PSNI code of Ethics for the time-frame requested. This may not provide an accurate result of all officers facing disciplinary actions for breaching confidentiality agreements, policies and clauses as only the most serious Article of the PSNI Code of Ethics is recorded against each case for statistical purposes, and as outlined in the cost estimate for this request, every file would need to be retrieved and checked, putting the request massively over-cost</p>	<p>10 hrs</p>
---	---------------

5. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
[REDACTED]	[REDACTED]	Estimate	PSD

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 15 August 2011 15:19  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

**From:** [REDACTED]  
**Sent:** 15 August 2011 14:53  
**To:** zFOI  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

See response from A District

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 15 August 2011 14:45  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Estimate as requested. This will be a NIL return for A district**

**From:** [REDACTED]  
**Sent:** 11 August 2011 16:15  
**To:** [REDACTED]  
**Subject:** : : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Please see the attached. Can you provide an estimate only at this stage. For questions 2 - 5 your response should be for Police staff only.

Please respond by 16/8/11

Thanks

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of zFOI  
**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

000020

21/11/2011

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

FOI Team  
PSNI Headquarters



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 11, 2011	<b>Date Compiled Information sent to FOI Team</b>	N/A
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	NO
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	NO

Section 3 – Estimate	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p> <p>Estimate 30 mins in total as it will be a NIL return for A District</p>	<p><b>30 Mins</b> In total</p>

N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.

You will be notified in due course if retrieval is required.

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
		A district	Antrim Road

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

[REDACTED] s.F40(2)  
 [REDACTED] s.F40(2)(a)  
 From: [REDACTED] on behalf of zFOI s.F40(2)(b)  
 Sent: 15 August 2011 12:59 s.F40(3)(a)  
 To: [REDACTED] s.F40(3)(ai)  
 Subject: : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
 Attachments: 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

From: [REDACTED] On Behalf Of zBDistrictFOI  
 Sent: 15 August 2011 12:43  
 To: zFOI  
 Subject: : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]  
 Please find attached completed Case Tracker in relation to questions 2-5 only.

As staff within B District are not subject to any non standard agreements this information would be best provided by HQ.

[REDACTED] s.F40(2)  
 Performance & Quality Assurance s.F40(2)(a)  
 South and East Belfast s.F40(2)(b)  
 Musgrave PSNI Station s.F40(3)(a)  
 Ext: [REDACTED] s.F40(3)(ai)

From: [REDACTED] On Behalf Of zFOI  
 Sent: 11 August 2011 15:51

[REDACTED]  
 Subject: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai**





Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES / NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>YES / NO</b>

<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<p><b>Hours / Mins</b></p> <p>1hr</p>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>

[REDACTED]

s.F40(2)

s.F40(2)(a)

**From:** [REDACTED] on behalf of zFOI

s.F40(2)(b)

**Sent:** 22 August 2011 14:08

s.F40(3)(a)

**To:** [REDACTED]

s.F40(3)(ai)

**Subject:** : FW: : 02618 Case Tracker All Heads

**Attachments:** 02618 Case Tracker All Heads.doc

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**From:** [REDACTED]

**Sent:** 22 August 2011 13:32

**To:** zFOI

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: : 02618 Case Tracker All Heads

Case tracker completed.

Regards

[REDACTED]

s.F40(2)

s.F40(2)(a)

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**From:** [REDACTED]

s.F40(2)(b)

**Sent:** 15 August 2011 17:44

s.F40(3)(a)

**To:** [REDACTED]

s.F40(3)(ai)

**Subject:** : 02618 Case Tracker All Heads



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	Unsure
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	N/K

Section 3 – Estimate	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	8 hrs

N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.

You will be notified in due course if retrieval is required.

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai

[REDACTED]

s.F40(2)  
s.F40(2)(a)**From:** [REDACTED] on behalf of zFOI

s.F40(2)(b)

**Sent:** 15 August 2011 16:37

s.F40(3)(a)

**To:** [REDACTED]

s.F40(3)(ai)

**Subject:** : FW: ATI Request F-2011-02618 - CJ Trim: 11\5563**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

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**From:** [REDACTED]**Sent:** 15 August 2011 16:22**To:** zFOI**Cc:** [REDACTED]**Subject:** : FW: ATI Request F-2011-02618 - CJ Trim: 11\5563s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)[REDACTED]  
Staff Officer to ACC Kerr  
Criminal Justice Department  
Tel: 08456008000 Ext: [REDACTED]  
Mob: [REDACTED]  
Fax: 02890922331 Int: 69331

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**From:** [REDACTED] On Behalf Of [REDACTED]**Sent:** 15 August 2011 15:37**To:** [REDACTED]**Subject:** : ATI Request F-2011-02618 - CJ Trim: 11\5563[REDACTED]  
See below and attached response from [REDACTED] for approval & forwarding to FOI.

CJ Secretariat

---

**From:** [REDACTED]**Sent:** 15 August 2011 15:25**To:** [REDACTED]**Subject:** : FW: ATI Request F-2011-02618 - CJ Trim: 11\5563[REDACTED]  
Case Tracker updated.Kind Regards  
[REDACTED]s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

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**From:** [REDACTED] On Behalf Of [REDACTED]**Sent:** 15 August 2011 11:35**To:** [REDACTED]**Cc:** [REDACTED]**Subject:** : ATI Request F-2011-02618 - CJ Trim: 11\5563

BF is due on this one today.

Thanks.

CJ Secretariat

s.F40(2)

**From:** [REDACTED] On Behalf Of [REDACTED]  
**Sent:** 11 August 2011 16:27  
**To:** [REDACTED]  
**Subject:** : ATI Request F-2011-02618 - CJ Trim: 11\5563

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

See below and attached from FOI for draft response to [REDACTED] by Monday 15/08/11 - SO asked could you answer all questions???

CJ Secretariat

**From:** [REDACTED] On Behalf Of zFOI  
**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

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NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

000032

21/11/2011

FOI Team  
PSNI Headquarters





Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES / NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>YES / NO</b>

<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<p><b>Hours / Mins</b></p> <p>Approx 3hrs in total</p>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

From: [REDACTED] on behalf of zFOI

Sent: 17 August 2011 16:33

To: [REDACTED]

s.F40(3)(a)

s.F40(3)(ai)

Subject: : FW: : RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

From: [REDACTED]

Sent: 17 August 2011 16:10

To: zFOI

Subject: 1.NOT PROTECTIVELY MARKED-All Networks:: FW: : RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

This is the estimated time from Crime Operations HR.

Question 1 - applies to Central HR.

Questions 2-5, an estimate of time taken to retrieve this information specifically related to Police Staff within Crime Operations for the past 3 years alone would be 18 hours, given that manual files would need to be cross referenced with computer records on SAP. (Please note that the time taken to answer the questions re disciplinary, reason & outcome has increased the estimation time).

Response from HOB C6 - Is a Nil Return.

s.F40(2)

s.F40(2)(a)

Regards

s.F40(2)(b)

s.F40(3)(a)

From: [REDACTED]

Sent: 16 August 2011 17:05

To: [REDACTED]

Cc: [REDACTED]

s.F40(3)(ai)

Subject: : RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Hi [REDACTED]

I am unable to give an estimate of the time it would take to recover the information.

In general terms from a HR perspective all staff are subject to their Statement of Main Terms and Conditions of Service. For Police Staff, this would include the principal terms and conditions of as set out in the NICS Pay & Conditions of Service Code applied & amended from time to time as appropriate for service to the Police (i.e. Police Staff Handbook). For Police Officers, they are subject to Regulations and the Police Pay & Allowances Code. Central HR cover both staff groups in general terms and they would be responsible for the issuing of general documentation such as employment contracts.

However, each branch may have adopted its own policies and procedures, specific to their area, operations and roles in addition to the above.

Regards,

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

HR Manager

s.F40(3)(a)

s.F40(3)(ai)

000036

21/11/2011

Crime Operations  
 Brooklyn  
 Extension :  
 Mobile :

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

From:   
 Sent: 15 August 2011 11:11

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

All

Please find attached a new FOI Request which requires you to provide **an estimate only** at this stage by August 16th.

Regards

Crime Operations FOI  
 Ext:

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

From: on behalf of zFOI  
 Sent: Thursday, August 11, 2011 3:50:59 PM

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Auto forwarded by a Rule**

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact on

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)

21/11/2011

000037

FOI Team  
PSNI Headquarters

[REDACTED]

**From:** [REDACTED] on behalf of zFOI

**Sent:** 15 August 2011 13:29

**To:** [REDACTED]

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED]

**Sent:** 15 August 2011 13:17

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**From:** [REDACTED]

**Sent:** 15 August 2011 09:50

**To:** [REDACTED]

**Subject:** 3.CONFIDENTIAL:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

Can you have a look at this FOI request please.

**From:** [REDACTED]

**Sent:** 15 August 2011 09:07

**To:** [REDACTED]

**Subject:** 3.CONFIDENTIAL:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

*can you have a wee look at this and give me a ring please  
thanks*

*HR Lurgan*

*Ext 3*

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of [REDACTED]

**Sent:** 11 August 2011 16:25

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Attached refers. Please reply direct to zFOI and copy this office into the reply.

Thanks

Ext

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

From: [REDACTED] On Behalf Of zFOI

Sent: 11 August 2011 15:51

riat;

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

FOI Team  
PSNI Headquarters

000040

21/11/2011







Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	August 15, 2011
Request Summary and details	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		

**Question 1**

Please provide any service procedures/policies within your District/Department which relate to confidentiality.

**Questions 2-5**

PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.

**D District**

Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.
2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.
3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)
4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.
5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).

With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	YES
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	NO

Section 3 – Estimate	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<p><b>Hours / Mins</b></p> <p>2. 2-3 hrs 3 &amp; 4 1hr 5 N/A</p>

N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.

You will be notified in due course if retrieval is required.

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
		all	E District.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

[REDACTED]

---

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 17 August 2011 08:27  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** Case Tracking form F District.doc

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of [REDACTED]  
**Sent:** 17 August 2011 08:11  
**To:** zFOI  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

Apologies for delay in returning Case Tracking form, I am just back from leave today

Regards

[REDACTED]  
Ext [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 16 August 2011 09:34  
**To:** [REDACTED]  
**Subject:** RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

as requested.

The Blank Harm test is same as Case Tracker??

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

---

**From:** [REDACTED] On Behalf Of [REDACTED]  
**Sent:** 15 August 2011 16:26  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

Just reminder that this is due tomorrow 16th.

[REDACTED]s presently on leave and I am covering FOI requests.

Thanks.

000044

21/11/2011

**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)



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1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 11, 2011	<b>Date Compiled Information sent to FOI Team</b>	N/A
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES / NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>YES / NO</b>

<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p> <ol style="list-style-type: none"> <li>1. This is a central issue no specific district documentation.</li> <li>2. 3 Hours</li> <li>3. 2 Hours</li> <li>4. 1 Hour</li> <li>5. 1 Hour</li> <li>6. 1 Hour</li> </ol> <p>All timings are inclusive and require each task in turn to be able to be completed within the specific timeframe</p>	<p><b>Hours / Mins</b></p> <p>8 Hours</p>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>
			<b>F DISTRICT</b>

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] on behalf of [REDACTED]  
**Sent:** 17 August 2011 14:03  
**To:** [REDACTED]  
**Cc:** zFOI  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

Please find estimate to 11\2618.

**From:** [REDACTED]  
**Sent:** 17 August 2011 13:06  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Time estimate completed in respect of Central HR

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 15 August 2011 13:56  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

CTF completed as requested.

**From:** [REDACTED]  
**Sent:** 15 August 2011 10:52  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Can you please deal with this?

Thanks

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 15 August 2011 10:49

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Please consider if any policies pertaining to your area include any kind of confidentiality agreement. Question 1.

No information is required at this stage it for estimate only an reply is required by 16.08.11 please.

Thank you

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

People Development  
Central HR  
Lisnasharragh

**From:** [REDACTED] **On Behalf Of** [REDACTED]

**Sent:** 15 August 2011 10:03

**To:** [REDACTED]

**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

This one looks interesting.

**From:** [REDACTED] **On Behalf Of** zFOI

**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

000049

21/11/2011



NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

FOI Team  
PSNI Headquarters



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 11, 2011	<b>Date Compiled Information sent to FOI Team</b>	N/A
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	YES / NO
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	YES / NO

Section 3 – Estimate		Hours / Mins
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>		6 hours

N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.

You will be notified in due course if retrieval is required.

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
	Ext [REDACTED]	1 hour	Equality/Diversity Unit
		1 hour	Internal Selection
		1 hour	SAP
		2 hours (code of ethics)	Reward
		3 hrs	External Recruitment
	[REDACTED]	4 hours (lots of policies belong to People Dev)	People Development

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:52  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

[REDACTED]  
Please see below.

[REDACTED]  
Business Service Manager  
H District  
Ext [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

---

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:48  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

In relation to question 1. This is such a generic question that the most suitable response would be to either refer or supply the applicant with the Civil Service Code. As this is available on PoliceNet then the question is not specific to HR.  
In relation to questions 2-5 PSD also deal with civilian staff and would be best placed to answer same.

[REDACTED]  
HR

---

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:37  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]  
For your attention.

Regards,

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

[REDACTED] / HR Office / Coleraine/Ballymena / Ext [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:23  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

Please provide an estimate.

[REDACTED]  
Business Service Manager  
H District  
Ext [REDACTED]

---

**From:** [REDACTED] **On Behalf Of** zFOI

**Sent:** 11 August 2011 15:51

[REDACTED]

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 08 September 2011 17:23  
**To:** zFOI  
**Cc:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

FOi team,

Please find response from G District.

Apologies for delay

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

---

**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)

000056

21/11/2011

FOI Team  
PSNI Headquarters





Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 11, 2011	<b>Date Compiled Information sent to FOI Team</b>	N/A
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above? There are no specific confidentiality contracts within G District. All officers are subject to Force Policy re this subject – Code of Ethics, Acceptable Use Policy and Official Secrets Act.	<b>NO</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>NO</b>

<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<p><u>Hours /</u></p> <p>1 hour</p>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

**From:** [REDACTED] on behalf of zFOI**Sent:** 16 September 2011 08:02**To:** [REDACTED]**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618**Attachments:** 02618 Case Tracker All Heads.doc

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED]**Sent:** 16 September 2011 07:58**To:** zFOI**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

This district does not have any clauses, agreements or policies of confidentiality outside of the Civil Service Code.

In respect to questions 2-5 this is a nil return.

Sorry for the delay.

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of zFOI**Sent:** 08 September 2011 11:14**To:** [REDACTED]**Cc:** [REDACTED]**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Please see below from PSD. Can I ask you to complete the attached Case Tracker with an **estimate** for retrieval of Question 1 (local policies/procedures concerning confidentiality) and Questions 2-5 (discipline of civilian staff)?

Many thanks,

[REDACTED]  
Freedom Of Information  
Ext [REDACTED]

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED]**Sent:** 08 September 2011 10:54**To:** zFOI**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

PSD are responsible for internal discipline of police officers only. Police officers are governed by the Police Service of Northern Ireland (Conduct) (Amendment) Regulations 2008 and the standards set out in these regulations - the PSNI Code of Ethics. This legislation does not apply to police staff, therefore HR deal with disciplinary issues involving police staff members according to the Police Staff Handbook and the Code of

000060

21/11/2011

Ethics outlined within.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 08 September 2011 10:39  
**To:** [REDACTED]  
**Subject:** RE: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

H District have advised that PSD can respond to questions 2-5 for civilian staff as well as police staff. Can you confirm this?

Thanks,

[REDACTED]  
Freedom Of Information  
Ext [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:52  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Please see below.

[REDACTED]  
Business Service Manager  
H District  
Ext [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 08 September 2011 09:48  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

In relation to question 1. This is such a generic question that the most suitable response would be to either refer or supply the applicant with the Civil Service Code. As this is available on PoliceNet then the question is not specific to HR.

In relation to questions 2-5 PSD also deal with civilian staff and would be best placed to answer same.

HR

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:37  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: 1.NOT PROTECTIVELY MARKED-All Networks::  
ATI Request F-2011-02618

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

For your attention.

Regards,

*HR Office / Coleraine/Ballymena / Ext* [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 07 September 2011 12:23  
**To:** [REDACTED]  
**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

Please provide an estimate.

[REDACTED]  
Business Service Manager  
H District  
Ext [REDACTED]

---

**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 11 August 2011 15:51

[REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

000062

21/11/2011

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

**From:** [REDACTED] on behalf of zFOI

**Sent:** 08 September 2011 15:07

**To:** [REDACTED]

**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 Case Tracker.doc; 02618 Harm Test (5).doc

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of [REDACTED]

**Sent:** 08 September 2011 14:50

**To:** zFOI

**Subject:** 2.RESTRICTED:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Apologies for the delay.

Please find attached reply from 'D' District, Command Sec, Legal Services and Media & PR.

Forwarded as per your request.

Regards

[REDACTED]  
Staff Officer to District Commander  
'D' District  
Lisburn  
Ext [REDACTED]

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED] On Behalf Of zFOI

**Sent:** 11 August 2011 15:51

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval

000064

21/11/2011

is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai**

FOI Team  
PSNI Headquarters





Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	NO
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	NO

Section 3 – Estimate	Hours
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p> <p>I have received returns from the following:</p> <p>D District Command Sec Legal Services Media &amp; PR</p> <p>And all have indicated that they do not have any confidentiality clauses.</p>	

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
		2 minutes	Lisburn

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

[REDACTED] s.F40(2)  
 [REDACTED] s.F40(2)(a)  
 From: [REDACTED] s.F40(2)(b)  
 Sent: 15 August 2011 09:20 s.F40(3)(a)  
 To: zFOI [REDACTED] s.F40(3)(ai)  
 Cc: [REDACTED]  
 Subject: : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
 Attachments: 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

Please find attached completed form from Finance and Support Services

[REDACTED]  
 PS to Director of Finance and Support Services  
 Ext: [REDACTED]

From: [REDACTED]  
 Sent: 15 August 2011 08:26  
 To: [REDACTED]  
 Subject: : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED] s.F40(2)  
 Completed. s.F40(2)(a)  
 [REDACTED] s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

From: [REDACTED]  
 Sent: 11 August 2011 16:11  
 To: [REDACTED]  
 Cc: [REDACTED]  
 Subject: : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Please advise - due back to FOI by 16th.

Thanks

From: [REDACTED] On Behalf Of zFOI  
 Sent: 11 August 2011 15:51

[REDACTED]  
 Subject: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- August 16, 2011

Dear All,

FREEDOM of INFORMATION ACT 2000

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011**.

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Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
Request Type	FOI	Request Number	F-2011-02618
Date Case Tracker Sent	August 11, 2011	Date Compiled Information sent to FOI Team	N/A
Case Tracker to be Returned by	August 16, 2011	Date Case Tracker Estimate sent to FOI Team (Section 3)	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

2.1	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	YES
2.2	Are there any Ongoing Legal Proceedings regarding the nature of this request	NO

Section 3 – Estimate	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<b>Hours / Mins</b>  1 hour

N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.

You will be notified in due course if retrieval is required.

Section 4. Staff involved in responding to this request			
Name	Contact Number/Email	Input (Estimate/Compiling)	Location (Dept/DCU)
DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete	DCU / Dept to Complete
██████████ HR for FSS	██████████	HR, Finance & Support Services	Seapark

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]  
**Sent:** 10 August 2011 14:03  
**To:** zFOI  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** 02618 Case Tracker.doc

I've had a look at this FOI request and the information requested is **very** wide ranging.

Question 1 relates to confidentiality clauses/agreements policies, whistle-blowing policy, and guidance re social networking sites/on-line discussion/blogging.

The above information would be contained in information sharing agreements, (PSD have at least 4 with various stakeholders, and I imagine there are other departments/districts who have ISAs, e.g. C Dept, HR, Legal Services, Service Vetting etc) . There would be other ad-hoc confidentiality clauses that officers/staff have to sign, again departments/districts would need to be contacted. Service Procedures and Policies also contain information regarding confidentiality - The Acceptable Use Policy, PD 06/08 PSNI Data Protection Policy, PSNI Code of Ethics, Police Staff Code of Conduct, SP 11/07 Political Activity, SP 5/10 Service Confidence Procedure, PD 11/07 Professional Standards, all contain guidance/policy re confidentiality and there are many more. Pop-Ups that appear when we log on to police systems such as NICHE and SAP would also be classed as confidentiality agreements. MOPI is also relevant in collating information re confidentiality clauses/agreements.

Guidance re social networking/blogging is provided by [REDACTED] Media and PR.

Therefore perhaps the best way to answer question one is to provide only information re the service procedures and policies relating to confidentiality.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

Question 2, 3, 4 and 5 relates to PSNI staff facing disciplinary proceedings as a result of breach of confidentiality agreements.

PSD could provide the number of officers who appeared before a formal misconduct hearing regarding an allegation of Breach of Article 3 'Privacy & Confidentiality' in 2008, 2009, and 2010, the disciplinary sanction, the number of officers who were dismissed, and of those disciplined/dismissed how many had put forward 'whistle-blowing' in their defence. Districts would need to be contacted to ascertain how many police staff breached confidentiality clauses/agreements in last 3 years.

The bottom line is that every police officer is required to carry out their duties in accordance with the PSNI Code Ethics ( Section 52 of the Police Northern Ireland Act 2000), and every member of staff in accordance with the Police Staff Code of Conduct.

Standards regarding confidentiality is outlined in PSNI Code of Ethics Article 3 'Privacy & Confidentiality'. Standards regarding whistle-blowing is outlined in Article 7.3 Integrity and Article 10 .2 Duty of Supervisors.

Standards for police staff relating to 'confidentiality' is outlined in Section 2 Integrity, and whistle blowing Section 3 Rights and Responsibilities.

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 05 August 2011 15:57  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 5, 2011

000072

21/11/2011

Due Back :- August 16, 2011

Professional Standards Dept,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

**If the information can be retrieved within 18 hours**

Please proceed to retrieve the information and return it to the FOI Team, along with the completed Harm Test (when opened, to view in correct format click on view tab and then click on print layout) no later than August 16, 2011. Please also complete **Section 3 of the case tracking form** (when opened, to view in correct format click on close tab above screen 1 of 4) as to the actual time taken to complete the retrieval etc.

**If the information cannot be retrieved within 18 hours**

You must now provide, at **Section 4 of the case tracking form**, a **detailed explanation** of the work required for the retrieval and how you made the estimate. As the Public Authorities are required under Section 16 of the Act to provide advice and assistance to the requester, please advise how the request could be refined so that some of the information could be provided within 18 hours.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with the intention of preventing the disclosure of the information as a result of this request.

Please respond to zFOI at the earliest opportunity and **no later than August 16, 2011**.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**



[REDACTED]

---

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 12 August 2011 10:40  
**To:** [REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** 02618 Case Tracker All Heads.doc; Blank Harm Test .doc

[REDACTED]

Can you advise how long it took to retrieve this info and complete section 3 of the Case tracker?

Many thanks,

[REDACTED]  
 Freedom Of Information  
 Ext [REDACTED]

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

---

**From:** [REDACTED]  
**Sent:** 12 August 2011 09:19  
**To:** zFOI  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

1. No local agreements. Subject to Policy Directives and General Orders in line with the rest of the Service  
 2, 3, 4 & 5. Nil Return

Regards

[REDACTED]  
 Human Resources  
 OSD  
 Castlereagh  
 Ext [REDACTED]

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

---

**From:** [REDACTED]  
**Sent:** 11 August 2011 16:00  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]

Would you progress please, and talk to me as need be.

Thanks

**From:** [REDACTED] **On Behalf Of** [REDACTED]  
**Sent:** 11 August 2011 15:56  
**To:** [REDACTED]  
**Subject:** : FW: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

[REDACTED]  
 Please see attached.

Can you consider this request and deal accordingly.

Thanks

[REDACTED]  
**T/Insp** [REDACTED]  
 Staff Officer to ACC  
 Operational Support Department  
 Police Headquarters  
 65 Knock Road  
 Belfast  
 BT5 6LE

**Tel:** [REDACTED]  
 or 0845600 8000 Ext [REDACTED]  
**Mob:** [REDACTED]

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

s.F40(2)  
 s.F40(2)(a)  
 s.F40(2)(b)  
 s.F40(3)(a)  
 s.F40(3)(ai)

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**From:** [REDACTED] **On Behalf Of** zFOI  
**Sent:** 11 August 2011 15:51

[REDACTED]  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

August 11, 2011

Due Back:- **August 16, 2011**

Dear All,

FREEDOM of INFORMATION ACT 2000

**PLEASE FIND QUESTIONS RE FOI REQUEST WITHIN THE ATTACHED CASE TRACKING FORM**

Please complete **section 3 of the attached case tracker** (when opened, to view in correct format click on close tab above screen 1 of 4), providing an estimate of the time it would take for the retrieval of the information.

Please provide case tracker / estimate to zFOI at the earliest opportunity and **no later than August 16, 2011.**

**DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.** You will be notified in due course if retrieval is required.

NB: It is an offence for any person to deface, block, erase, destroy or conceal any record held by PSNI, with

000075

21/11/2011

the intention of preventing the disclosure of the information as a result of this request.

Should you have any queries please contact [REDACTED] on [REDACTED]

FOI Team  
PSNI Headquarters

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai**



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

1. Basic Case Details			
<b>Request Type</b>	FOI	<b>Request Number</b>	F-2011-02618
<b>Date Case Tracker Sent</b>	August 11, 2011	<b>Date Compiled Information sent to FOI Team</b>	N/A
<b>Case Tracker to be Returned by</b>	August 16, 2011	<b>Date Case Tracker Estimate sent to FOI Team (Section 3)</b>	DCU / Dept to Complete
<b>Request Summary and details</b>  <b>Question 1</b>  <b>Please provide any service procedures/policies within your District/Department which relate to confidentiality.</b>  <b>Questions 2-5</b>  <b>PSD will respond for discipline in relation to police officers. District/Departments should provide a response for police staff only.</b>  <b>D District</b>  <b>Please also include information for Com Sec, Private Office and PIU, Media and PR and Legal Services.</b>	<p>I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.</li> <li>2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.</li> <li>3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)</li> <li>4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.</li> <li>5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?</li> </ol> <p>I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).</p> <p>With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.</p> <p>I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.</p> <p>If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.</p>		



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<b>2.1</b>	Do you hold any of the information required to answer the question(s) contained in Section 1 above?	<b>YES</b>
<b>2.2</b>	Are there any Ongoing Legal Proceedings regarding the nature of this request	<b>NO</b>

<b>Section 3 – Estimate</b>	
<p>Please provide an Estimate of the time required to locate and retrieve the information, reading of the information by the record owner and extracting the information to be disclosed from other information if necessary. (If the FOI Team feel the estimate is excessive a detailed explanation of the work involved will be requested)</p> <p>Please provide an estimate for each question.</p>	<b>Hours / Mins</b>

**N.B. DO NOT RETRIEVE ANY INFORMATION AT THIS STAGE.**

**You will be notified in due course if retrieval is required.**

<b>Section 4. Staff involved in responding to this request</b>			
<b>Name</b>	<b>Contact Number/Email</b>	<b>Input (Estimate/Compiling)</b>	<b>Location (Dept/DCU)</b>
<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>	<b>DCU / Dept to Complete</b>
			<b>Op Support Dept, Castlereagh</b>

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

[REDACTED]  
**From:** [REDACTED] on behalf of zFOI

**Sent:** 04 August 2011 10:00

**To:** 'SMTP:acpo.advice@foi.pnn.police.uk'

**Subject:** : ATI Request F-2011-02618

**Attachments:** Freedom of Information request - PSNI's staff confidentiality agreements and related disciplinary actions

Subject: F-2011-02618

[REDACTED]  
As per [REDACTED] earlier email, PSNI has received the attached request from [REDACTED]

For your information.

s.F40(1)

Regards

FOI Team  
PSNI  
Brooklyn

**From:** s.F40(1) [request-81785-ff572bb2@whatdotheyknow.com]  
**Sent:** 04 August 2011 00:17  
**To:** zFOI  
**Subject:** Freedom of Information request - PSNI's staff confidentiality agreements and related disciplinary actions

Dear Police Service of Northern Ireland,

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.
2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.
3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)
4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.
5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).

With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.

Yours faithfully,

s.F40(1)

-----  
Please use this email address for all replies to this request:  
request-81785-ff572bb2@whatdotheyknow.com

Is FOI@psni.pnn.police.uk the wrong address for Freedom of Information requests to Police Service of Northern Ireland? If so, please contact us using this form:

Disclaimer: This message and any reply that you make will be

published on the internet. Our privacy and copyright policies:  
<http://www.whatdotheyknow.com/help/officers>

If you find this service useful as an FOI officer, please ask your  
web manager to link to us from your organisation's FOI page.

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This email was received from the INTERNET and scanned by the Government Secure  
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your organisation's IT Helpdesk.  
Communications via the GSi may be automatically logged, monitored and/or recorded for  
legal purposes.



**Page(s) 000082, 000083**

**is(are) not relevant**

**Page(s) 000084, 000085, 000086, 000087, 000088,  
000089, 000090, 000091**

**is(are) not relevant**

**s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)**

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 30 August 2011 15:49  
**To:** 'SMTP:acpo.advice@foi.pnn.police.uk' **s.F40(1)**  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: PSNI CRU Advice - [REDACTED] related requests CRU Ref 1421/11  
**Attachments:** 0001\_ACPO ADVICE [REDACTED] 20110812\_115933.DOC; 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2010-03589

Mark,

**s.F40(1)**

In relation to Mr [REDACTED] request for Confidentiality Agreements and Discipline Statistics (CRU Ref 1421/11), PSNI have not recieved similar pevious requests on this specific subject.

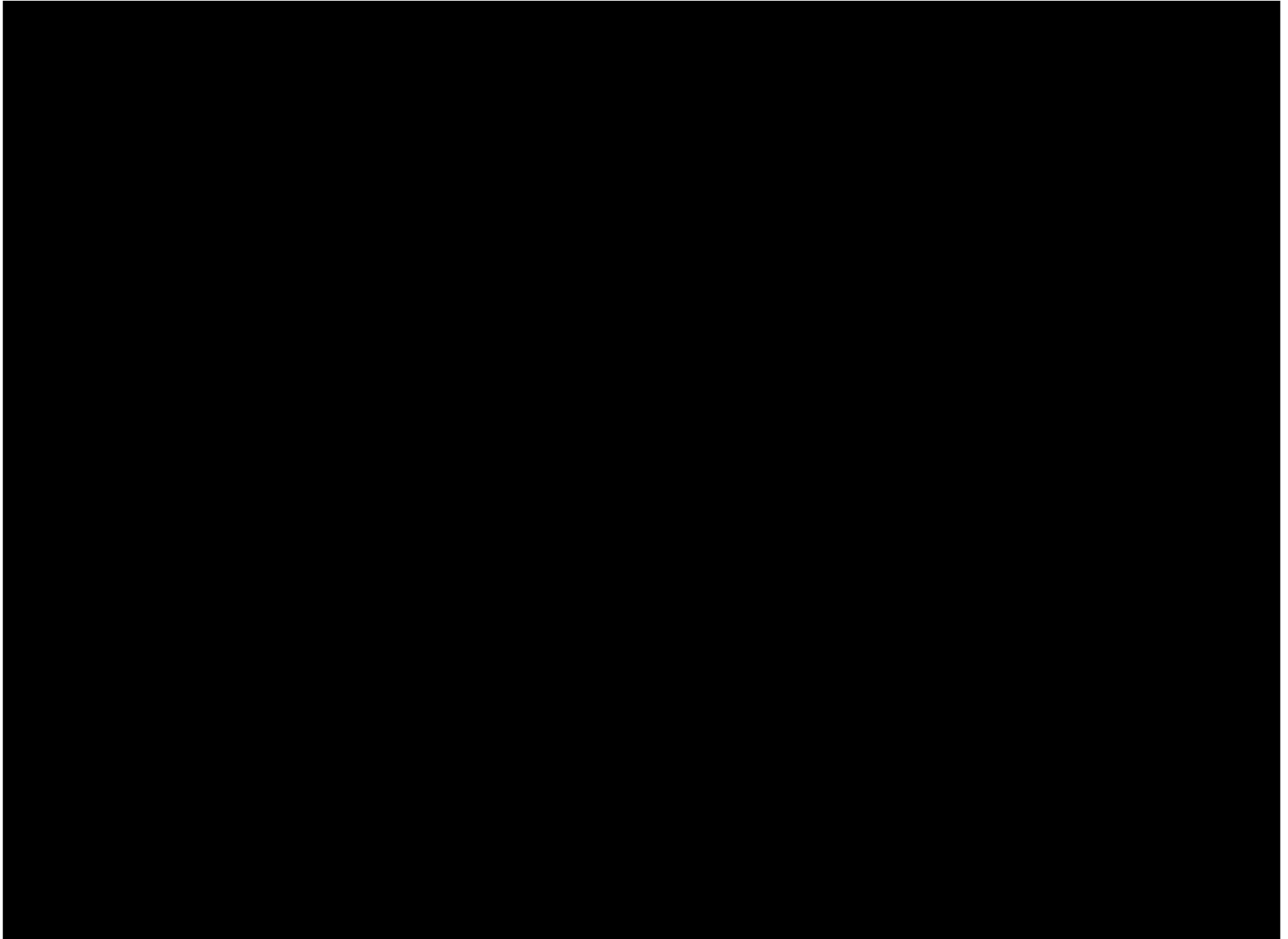
Can this therefore be "linked" to previous vexatious responses to Mr [REDACTED] or should the request be made vexatious in its own right? I have attached the first vexatious response Mr [REDACTED] received from PSNI. A further two requests have since been linked to this and refused under s14. **s.F40(1)**

Thanks,

**s.F40(2) s.F40(2)(a) s.F40(2)(b)s.F40(3)(a) s.F40(3)(ai)**

Freedom Of Information  
 PSNI

**Not relevant to Request**



000092

21/11/2011

**Page(s) 000093**

**is(are) not relevant**

[REDACTED] s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)

---

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 21 January 2011 16:18  
**To:** s.F40(1) [REDACTED]@whatdotheyknow.com'  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2010-03589  
**Attachments:** F 2010 03589 FOI Response.pdf



F 2010 03589 FOI  
Response.pdf ...

Subject: F-2010-03589

January 21, 2011

Dear Mr. [REDACTED] s.F40(1)

FREEDOM of INFORMATION ACT 2000

I write in connection with your request for information dated December 19, 2010 which was received by the Police Service of Northern Ireland on December 19, 2010 concerning:

1999 attempted murder

Please find attached response to your request.

Yours sincerely,

Head of Freedom of Information  
Crime Operations Department  
PSNI



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

## FREEDOM OF INFORMATION REQUEST



**Request Number:** F 2010 3589

**Keyword:** Crime

**Subject:** A request regarding a Murder Attempt 1999

### Request and Answer:

#### Question

Information regarding a Murder Attempt 1999

#### Answer

Section 17(5) of the Freedom of Information Act 2000 requires the PSNI, when refusing a request to provide such information to provide you the applicant with a notice which states that fact.

The Police Service of Northern Ireland (PSNI) has decided to refuse your request pursuant to the provisions of Section 14 of the Freedom of Information Act 2000, the decision has been taken to refuse your request as it has been deemed a 'Vexatious Request'. Section 14 (1) of the Act does not oblige a public authority to comply with a request for information if the request is vexatious.

In reaching this decision a number of factors to consider have been defined by the Information Commissioners Office:

- Does the request lack any serious purpose or value?
- Would complying with the request impose a significant burden in terms of expense and distraction?
- Is the request designed to cause disruption or annoyance?
- Is the request harassing the authority or causing distress to staff?
- Can the request fairly be seen as obsessive?

In order to show this request as vexatious we will address each of the following points individually.

#### **Does the request lack any serious purpose or value?**

We note you have been in touch with the Senior Investigating Officer (SIO) in charge of the case and consider that the PSNI has released as much information as possible to you. You have also had further information released to you via a Data Protection, Subject Access request. PSNI will not engage in a public forum i.e. FOI regarding a live investigation. Any disclosure under this Act is applicant blind as the identity of the requestor is not an important factor. The reason for the request is also not relevant as any disclosure of information must be suitable for release into the public domain. Information about an open criminal investigation case will not normally be released into the public domain under FOI by the police. Some details may already be in the public domain but the police will not be the source of this type of information.

**Would complying with the request impose a significant burden in terms of expense and distraction?**

Complying with the current request will impose a significant burden both in terms of cost and also diverting staff way from their core functions. This is evidenced in the interactions you have already had with the SIO.

**Is the request designed to cause disruption or annoyance?**

The request submitted would cause disruption to normal business process i.e. request for information concerning the investigation. You are aware this remains a live investigation and any release of information is likely to be to the detriment of the legal process and must be resisted at this current period of time.

**Is the request harassing the authority or causing distress to staff?**

Although the request itself does not appear to be designed to harass staff by being accusatory in nature, in other communications, particularly emails, you use defensive and accusatory language and constantly request evidence and explanations of actions undertaken in the processing of your requests. You have also been offensive in your verbal conversations with Data Protection and FOI staff despite them trying to assist and advise you.

**Can the request fairly be seen as obsessive?**

A request may not be vexatious in isolation, but when considered in context i.e. it is the latest in a long series of overlapping requests or other correspondence. This forms part of a wider pattern of behaviour that makes it vexatious. In previous case law in relation to the obsessive nature of an applicant the ICO stated '...the applicant has accompanied formal approaches by frequent and lengthy emails, often containing further questions on the basis of any response received'. They accepted that this was evidence of an obsessive pattern of requests.

The PSNI is aware that you have also had a significant number of requests with different public authorities. i.e. Another UK police service, Crown Prosecution Service, Public Prosecution Service (NI), the Compensation Agency (NI), the PSNI Data Protection unit and the Department of Justice (NI). This shows evidence of patterns of interaction with other public authorities. The PSNI consider that answering this request could lead on to further requests and complaints.

Any requests you submit in the future will be considered on a case-by-case basis and if they comply with Section 8(1) (c) FOIA, e.g. describe the information requested, and are not of a nature that could be fairly characterised as obsessive or manifestly unreasonable, will not be treated as vexatious.

I confirm that any further requests made under the Act for information relating to the incidents in which you were involved and any subsequent information relating to the investigations arising from the incidents associated legal proceedings, media related matters and any complaints made by yourself related to the incident and subsequent investigations will be categorised as vexatious and will not be administered in any capacity.

You should note that the following this correspondence, we are not obliged to, nor do we intend to, take any further steps in relation to this matter or any further requests that you may submit that are deemed to fall into the remit of vexatious.

If you have any queries regarding your request please write or contact the Freedom of Information Team on 028 9070 0164. Please remember to quote the reference number listed above in any future communications with the Freedom of Information Team.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by

emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.



**s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)**

**From:** MORRIS Cherith on behalf of zFOI

**Sent:** 01 September 2011 10:23

**To:** [REDACTED]

**Subject:** : FW: PSNI CRU Advice - [REDACTED] related requests CRU Ref 1421/11

**s.F40(1)**

**From:** POLICE FOI REFERRAL Mailbox [mailto:acpo.advice@foi.pnn.police.uk]

**Sent:** 01 September 2011 09:36

**To:** zFOI

**s.F40(1)**

**Subject:** RE: PSNI CRU Advice - [REDACTED] related requests CRU Ref 1421/11

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

[REDACTED] - My thoughts on this are that the subject matter really touches upon his previous requests to the force and the PSD issues concerning his investigation and the way it has been handled.

There may be a case that other forces will have to deal with this as a one off, but would strongly advise you review the possible links this request has with others submitted by him in conjunction with allegations he has made to PSD, which only you will be aware of through your own correspondence.

Alternatively, is there a case for applying excess costs as would also suggest you may struggle to identify / retrieve all the information he is seeking ?

Certainly happy for you to provide the information if you feel appropriate in all the circumstances.

Mark

**From:** [REDACTED]@psni.pnn.police.uk [mailto:[REDACTED]@psni.pnn.police.uk] **On Behalf Of** FOI@psni.pnn.police.uk **s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)**

**Sent:** 30 August 2011 15:49

**To:** POLICE FOI REFERRAL Mailbox

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: PSNI CRU Advice - [REDACTED] related requests CRU Ref 1421/11

**s.F40(1)**

Mark,

**s.F40(1)**

In relation to Mr [REDACTED] request for Confidentiality Agreements and Discipline Statistics (CRU Ref 1421/11), PSNI have not recieved similar previous requests on this specific subject.

Can this therefore be "linked" to previous vexatious responses to Mr [REDACTED] or should the request be made vexatious in its own right? I have attached the first vexatious response Mr [REDACTED] received from PSNI. A further two requests have since been linked to this and refused under s14.

**s.F40(1)**

Thanks,

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

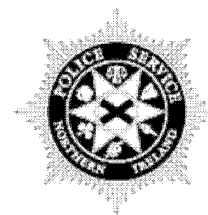
Freedom Of Information  
PSNI

000098

21/11/2011

**Page(s) 000099, 000100**

**is(are) not relevant**



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02618

**Keyword:** Organisational Information/Governance

**Subject:** Confidentiality Agreements

### Request and Answer:

#### Question

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.
2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.
3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)
4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.
5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).

With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

## Answer

Pursuant to the provisions of Section 14 of the Freedom of Information Act 2000, the decision has been taken to refuse your request as it has been deemed a 'Vexatious Request'. Section 14 (1) of the Act does not oblige a public authority to comply with a request for information if the request is vexatious.

The PSNI's response to request F-2010-03859 issued on 21<sup>st</sup> January 2011 to you, advised you that we were treating that request as vexatious and explained the reasoning behind this decision.

As this request refers to subject matters which are inextricably linked to your previous request, it has also been deemed vexatious. It relates to police information relating to incidents of the type you were involved in, informant information, police complaints and discipline policies, procedures and statistics. The subject matter is connected to your previous requests to the PSNI and the Professional Standards issues concerning your investigation and the way it has been handled.

I confirm that any further requests made under the Act for information relating to the incidents in which you were involved and any subsequent requests which relate to the subject of complaints and discipline in this area will be categorised as vexatious and will not be administered in any capacity.

If you have any queries regarding your request please write or contact the Freedom of Information Team on 028 9070 0164. Please remember to quote the reference number listed above in any future communications with the Freedom of Information Team.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psni.police.uk](http://www.psni.police.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)

**From:** [REDACTED] h behalf of zFOI  
**Sent:** 01 September 2011 14:58  
**To:** 'SMTP:acpo.advice@foi.pnn.police.uk'  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: PSNI FW: [REDACTED] cases

**Attachments:** 02618 Draft Response.doc; 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2010-03589

**s.F40(1)**

Please see the attached draft response to [REDACTED] request for Confidentiality Agreements and Discipline Statistics (CRU Ref 1421/11). This has been linked to previous request F-2010-03589 (response also attached) which was refused under Section 14(1).

I am the case worker for this request which is on day 19. Please advise whether you are content with the response?

Freedom Of Information  
PSNI  
Ext [REDACTED]



02618 Draft  
esponse.doc (92 K.ECTIVELY MARKED-



1.NOT

**s.F40(2)**

**s.F40(2)(a)**

**s.F40(2)(b)**

**s.F40(3)(a)**

**s.F40(3)(ai)**

**Not relevant to Request**

**Page(s) 000104**

**is(are) not relevant**



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02618

**Keyword:** Organisational Information/Governance

**Subject:** Confidentiality Agreements

### Request and Answer:

#### Question

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.
2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.
3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)
4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.
5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).

With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

## Answer

Pursuant to the provisions of Section 14 of the Freedom of Information Act 2000, the decision has been taken to refuse your request as it has been deemed a 'Vexatious Request'. Section 14 (1) of the Act does not oblige a public authority to comply with a request for information if the request is vexatious.

The PSNI's response to request F-2010-03859 issued on 21<sup>st</sup> January 2011 to you, advised you that we were treating that request as vexatious and explained the reasoning behind this decision.

As this request refers to subject matters which are inextricably linked to your previous request, it has also been deemed vexatious. It relates to police information relating to incidents of the type you were involved in, informant information, police complaints and discipline policies, procedures and statistics. The subject matter is connected to your previous requests to the PSNI and the Professional Standards issues concerning your investigation and the way it has been handled.

I confirm that any further requests made under the Act for information relating to the incidents in which you were involved and any subsequent requests which relate to the subject of complaints and discipline in this area will be categorised as vexatious and will not be administered in any capacity.

If you have any queries regarding your request please write or contact the Freedom of Information Team on 028 9070 0164. Please remember to quote the reference number listed above in any future communications with the Freedom of Information Team.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.



s.F40(1)

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**From:** [REDACTED] on behalf of zFOI  
**Sent:** 21 January 2011 16:18  
**To:** [REDACTED]@whatdotheyknow.com'  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2010-03589

**Attachments:** F 2010 03589 FOI Response.pdf



F 2010 03589 FOI  
Response.pdf ...

Subject: F-2010-03589

January 21, 2011

Dear Mr. [REDACTED] **s.F40(1)**

FREEDOM of INFORMATION ACT 2000

I write in connection with your request for information dated December 19, 2010 which was received by the Police Service of Northern Ireland on December 19, 2010 concerning:

1999 attempted murder

Please find attached response to your request.

Yours sincerely,

Head of Freedom of Information  
Crime Operations Department  
PSNI



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

## FREEDOM OF INFORMATION REQUEST



**Request Number:** F 2010 3589

**Keyword:** Crime

**Subject:** A request regarding a Murder Attempt 1999

### Request and Answer:

#### Question

Information regarding a Murder Attempt 1999

#### Answer

Section 17(5) of the Freedom of Information Act 2000 requires the PSNI, when refusing a request to provide such information to provide you the applicant with a notice which states that fact.

The Police Service of Northern Ireland (PSNI) has decided to refuse your request pursuant to the provisions of Section 14 of the Freedom of Information Act 2000, the decision has been taken to refuse your request as it has been deemed a 'Vexatious Request'. Section 14 (1) of the Act does not oblige a public authority to comply with a request for information if the request is vexatious.

In reaching this decision a number of factors to consider have been defined by the Information Commissioners Office:

- Does the request lack any serious purpose or value?
- Would complying with the request impose a significant burden in terms of expense and distraction?
- Is the request designed to cause disruption or annoyance?
- Is the request harassing the authority or causing distress to staff?
- Can the request fairly be seen as obsessive?

In order to show this request as vexatious we will address each of the following points individually.

#### **Does the request lack any serious purpose or value?**

We note you have been in touch with the Senior Investigating Officer (SIO) in charge of the case and consider that the PSNI has released as much information as possible to you. You have also had further information released to you via a Data Protection, Subject Access request. PSNI will not engage in a public forum i.e. FOI regarding a live investigation. Any disclosure under this Act is applicant blind as the identity of the requestor is not an important factor. The reason for the request is also not relevant as any disclosure of information must be suitable for release into the public domain. Information about an open criminal investigation case will not normally be released into the public domain under FOI by the police. Some details may already be in the public domain but the police will not be the source of this type of information.

**Would complying with the request impose a significant burden in terms of expense and distraction?**

Complying with the current request will impose a significant burden both in terms of cost and also diverting staff way from their core functions. This is evidenced in the interactions you have already had with the SIO.

**Is the request designed to cause disruption or annoyance?**

The request submitted would cause disruption to normal business process i.e. request for information concerning the investigation. You are aware this remains a live investigation and any release of information is likely to be to the detriment of the legal process and must be resisted at this current period of time.

**Is the request harassing the authority or causing distress to staff?**

Although the request itself does not appear to be designed to harass staff by being accusatory in nature, in other communications, particularly emails, you use defensive and accusatory language and constantly request evidence and explanations of actions undertaken in the processing of your requests. You have also been offensive in your verbal conversations with Data Protection and FOI staff despite them trying to assist and advise you.

**Can the request fairly be seen as obsessive?**

A request may not be vexatious in isolation, but when considered in context i.e. it is the latest in a long series of overlapping requests or other correspondence. This forms part of a wider pattern of behaviour that makes it vexatious. In previous case law in relation to the obsessive nature of an applicant the ICO stated '...the applicant has accompanied formal approaches by frequent and lengthy emails, often containing further questions on the basis of any response received'. They accepted that this was evidence of an obsessive pattern of requests.

The PSNI is aware that you have also had a significant number of requests with different public authorities. i.e. Another UK police service, Crown Prosecution Service, Public Prosecution Service (NI), the Compensation Agency (NI), the PSNI Data Protection unit and the Department of Justice (NI). This shows evidence of patterns of interaction with other public authorities. The PSNI consider that answering this request could lead on to further requests and complaints.

Any requests you submit in the future will be considered on a case-by-case basis and if they comply with Section 8(1) (c) FOIA, e.g. describe the information requested, and are not of a nature that could be fairly characterised as obsessive or manifestly unreasonable, will not be treated as vexatious.

I confirm that any further requests made under the Act for information relating to the incidents in which you were involved and any subsequent information relating to the investigations arising from the incidents associated legal proceedings, media related matters and any complaints made by yourself related to the incident and subsequent investigations will be categorised as vexatious and will not be administered in any capacity.

You should note that the following this correspondence, we are not obliged to, nor do we intend to, take any further steps in relation to this matter or any further requests that you may submit that are deemed to fall into the remit of vexatious.

If you have any queries regarding your request please write or contact the Freedom of Information Team on 028 9070 0164. Please remember to quote the reference number listed above in any future communications with the Freedom of Information Team.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by

emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

**From:** POLICE FOI REFERRAL Mailbox [acpo.advice@foi.pnn.police.uk]  
**Sent:** 07 September 2011 15:29  
**To:** zFOI  
**Subject:** RE: PSNI FW: [REDACTED] cases

s.F40(1)  
s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

s.F40(1)

As discussed - I do not feel that Section 14(1) will be applicable to this request. Although it is loosely connected to his other requests I feel it would be appropriate to respond to this request. This will show that you are dealing with each case on an individual basis and will help support the application of Section 14(1) on the other cases.

I understand that retrieval of all the information will exceed the FOI cost threshold and therefore Section 12 will be applicable. However you would be wise to provide some assistance on refining the request.

Regards

**FOI National Referral Officer and Trainer**  
**ACPO Freedom of Information Central Referral Unit**  
**Email:** [acpo.advice@foi.pnn.police.uk](mailto:acpo.advice@foi.pnn.police.uk)  
**Tel:** 0844 892 9010  
**c/o P.O. Box 481, Fareham, Hampshire, PO14 9FS**

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

**From:** [REDACTED]@psni.pnn.police.uk [mailto:[REDACTED]@psni.pnn.police.uk] **On Behalf Of** FOI@psni.pnn.police.uk  
**Sent:** 01 September 2011 14:58  
**To:** POLICE FOI REFERRAL Mailbox  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: PSNI FW: [REDACTED] cases

s.F40(1)s.F40(2)s.F40(2)(a)s.F40(2)(b)s.F40(3)(a)s.F40(3)(ai)

Please see the attached draft response to [REDACTED] s.F40(1) request for Confidentiality Agreements and Discipline Statistics (CRU Ref 1421/11). This has been linked to previous request F-2010-03589 (response also attached) which was refused under Section 14(1).

I am the case worker for this request which is on day 19. Please advise whether you are content with the response?

**s.F40(2) s.F40(2)(a)s.F40(2)(b)s.F40(3)(a) s.F40(3)(ai)**

Freedom Of Information  
PSNI  
Ext [REDACTED]

<< File: 02618 Draft Response.doc >> << Message: 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2010-03589 >>

**From:** POLICE FOI REFERRAL Mailbox [mailto:acpo.advice@foi.pnn.police.uk]  
**Sent:** 01 September 2011 13:18  
**Subject:** [REDACTED] cases

s.F40(1)s.F40(2)s.F40(2)(a)s.F40(2)(b)s.F40(3)(a) s.F40(3)(ai)

Dear All

Not relevant to Request

**Page(s) 000112**

**is(are) not relevant**



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02618

**Keyword:** Complaints/Discipline

**Subject:** Confidentiality Agreements

### Request and Answer:

#### Question 1

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.

#### Question 2

The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.

#### Question 3

A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc).

#### Question 4

The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.

#### Question 5

Of those i) disciplined and ii) dismissed - How many had a defence of whistle blowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data). With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

## Answer

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is estimated that the cost of complying with your request for information would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450.

Question 1 relates to confidentiality clauses/agreements policies, whistle-blowing policy, and guidance regarding social networking sites. The above information would be contained in PSNI Service Procedures and Policy Directives as well as confidentiality clauses that officers and staff are required to sign. These would be held, not only by our Professional Standards Department, but also by Human Resource Managers in other Districts and Departments across the organisation. Therefore, Districts and Departments were asked to provide estimates for retrieving local Service Procedures and Policies relating to confidentiality, whistle-blowing and online discussion.

Question 2, 3, 4 and 5 relates to PSNI staff facing disciplinary proceedings as a result of breach of confidentiality agreements. There are around 1000 files held at Professional Standards Department for the time frame you are interested in, and to retrieve the files and extract the required information would take an estimated 69 hours.

As Professional Standards Department are responsible for internal discipline of police officers only, this would again also involve input from Human Resource Managers in Districts and Departments who deal with disciplinary issues involving police staff members.

As the above information is so wide ranging and involves input from several different areas within the PSNI, to retrieve all the information you require would take an estimated retrieval time of over 118 hours.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice, and the request has therefore been closed.

You may wish to submit a refined request in order that the cost of complying with your request may be facilitated within the 'appropriate limit'. In compliance with Section 16 of the Act, I have considered how your request may be refined to bring it under the appropriate limit;

PSD could provide information relating to questions 2 to 5 for police officers disciplined for breach of Article 3 Privacy & Confidentiality of the PSNI code of Ethics for the time-frame requested. This may not provide an accurate result of all officers facing disciplinary action for breaching confidentiality agreements, policies and clauses as only the most serious Article of the PSNI Code of Ethics is recorded against each case for statistical purposes.

Submission of a refined request would be treated as a new request, and considered in accordance with the Freedom of Information Act 2000, including consideration of relevant Part II exemptions.

You may be interested in the following Service Procedures and Policy Directives which are available to view on the PSNI website at the following link; [http://www.psnipolice.uk/index/about-us/publications/publications-by-category/our\\_policies\\_and\\_procedures.htm](http://www.psnipolice.uk/index/about-us/publications/publications-by-category/our_policies_and_procedures.htm)

PD 06/08 Data Protection Policy  
PD11/07 Integrity and Professional Standards  
SP 05/10 Service Confidence Procedure  
PSNI Code of Ethics  
Police Staff Code of Conduct



Every police officer is required to carry out their duties in accordance with the PSNI Code of Ethics (Section 52 of the Police Northern Ireland Act 2000), and every member of staff in accordance with the Police Staff Code of Conduct.

Standards regarding confidentiality are outlined in the PSNI Code of Ethics Article 3 'Privacy & Confidentiality'. Standards regarding whistle-blowing are outlined in Article 7.3 Integrity and Article 10.2 Duty of Supervisors.

Standards for police staff relating to 'confidentiality' is outlined in Section 2 Integrity, and whistle blowing Section 3 Rights and Responsibilities.

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psni.police.uk](http://www.psni.police.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

[REDACTED] s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)

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**From:** [REDACTED] on behalf of zFOI

**Sent:** 02 September 2011 16:20

**To:** [REDACTED]@whatdotheyknow.com' s.F40(1)

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

Subject: F-2011-02618  
September 2, 2011

Dear Mr. [REDACTED] s.F40(1)

FREEDOM of INFORMATION ACT 2000

I write in connection with your request for information dated August 4, 2011 which was received by the Police Service of Northern Ireland on August 4, 2011 concerning:

Confidentiality Agreements

I regret to inform you the Police Service of Northern Ireland have not been able to respond to your request within the statutory timescale.

I now advise you that the amended date for a response is September 16, 2011. I can assure you that every effort will be made to respond to your request within this new timescale.

May I apologise for any inconvenience caused. If you have any queries regarding your request please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this email.

Yours sincerely,

Mr Gordon Reid  
Head of Data Protection and Freedom of Information

21/11/2011

000116

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

From: [REDACTED] on behalf of zFOI

Sent: 04 August 2011 15:09

To: 'SMTP:acpo.advice@foi.pnn.police.uk'

Subject: 1.NOT PROTECTIVELY MARKED-All Networks:: FW: Log No.1421/11 CRU Circulation (04/08/2011) [REDACTED] Confidentiality Agreements - Advice to Follow

PSNI have received this request. The officer dealing with it is [REDACTED]

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

Freedom Of Information

Ext [REDACTED]

From: POLICE FOI REFERRAL Mailbox [mailto:[REDACTED]]

Sent: 04 August 2011 14:50

Subject: Log No.1421/11 CRU Circulation (04/08/2011) [REDACTED] Confidentiality Agreements - Advice to Follow

s.F40(1)

Dear All

The following FOI request has been logged in the CRU today - **Please let us know if you have received it. Advice will follow in due course.**

Log Number:001421/11

Case worker: To be allocated

Received by:Cleveland Police,Northumbria Police,PSNI

Sent from: [REDACTED]

s.F40(1)

Risk:Low

***I would like to request the following information about***

***Cleveland Police's staff confidentiality agreements and related disciplinary actions:***

***1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.***

***2. The number of times Cleveland Police staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.***

***3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion,***

***loss of benefit, etc)***

000117


21/11/2011

**4. The number of Cleveland Police staff that have been dismissed as a result of breaching or infringing confidentiality agreements.**

**5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?**

**I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).**

Kind Regards

  
 Management Assistant  
 ACPO Freedom of Information Central Referral Unit  
 Email: [acpo.advice@foi.pnn.police.uk](mailto:acpo.advice@foi.pnn.police.uk)  
 Tel: 0844 892 9010  
 c/o P.O. Box 481, Fareham, Hampshire, PO14 9FS

**s.F40(2)**  
**s.F40(2)(a)**  
**s.F40(2)(b)**  
**s.F40(3)(a)**  
**s.F40(3)(ai)**

\*\*\*\*\*

This electronic message contains information from the Freedom of Information Unit which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Freedom of Information Unit.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to [postmaster@acro.pnn.police.uk](mailto:postmaster@acro.pnn.police.uk) immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages to and from ACRO may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

\*\*\*\*\*

**Page(s) 000119**

**is(are) not relevant**

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

**From:** [REDACTED] on behalf of zFOI

**Sent:** 15 September 2011 11:43

**To:** [REDACTED]

**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** 02618 2nd Draft Response.doc



02618 2nd Draft  
Response.doc (...)

**From:** on behalf of zFOI

**Subject:** F-2011-02618

**s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)**

Please see attached release package that we propose to issue in respect of the above numbered FOI request from [REDACTED] **s.F40(1)**

Forwarded as requested in case there are any media implications that you wish to advise us about.

Gordon Reid  
Head of Data Protection and Freedom Of Information



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02618

**Keyword:** Complaints/Discipline

**Subject:** Confidentiality Agreements

### Request and Answer:

#### Question 1

I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:

Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.

#### Question 2

The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.

#### Question 3

A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc).

#### Question 4

The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.

#### Question 5

Of those i) disciplined and ii) dismissed - How many had a defence of whistle blowing?

I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data). With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

## Answer

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is estimated that the cost of complying with your request for information would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450.

Question 1 relates to confidentiality clauses/agreements policies, whistle-blowing policy, and guidance regarding social networking sites. The above information would be contained in PSNI Service Procedures and Policy Directives as well as confidentiality clauses that officers and staff are required to sign. These would be held, not only by our Professional Standards Department, but also by Human Resource Managers in other Districts and Departments across the organisation. Therefore, Districts and Departments were asked to provide estimates for retrieving local Service Procedures and Policies relating to confidentiality, whistle-blowing and online discussion.

Question 2, 3, 4 and 5 relates to PSNI staff facing disciplinary proceedings as a result of breaching confidentiality agreements. There are around 1000 files held at Professional Standards Department for the time frame you are interested in, and to retrieve the files and extract the required information would take an estimated 69 hours.

As Professional Standards Department are responsible for internal discipline of police officers only, this would again also involve input from Human Resource Managers in Districts and Departments who deal with disciplinary issues involving police staff members.

As the above information is so wide ranging and involves input from several different areas within the PSNI, to retrieve all the information you require would take an estimated retrieval time of over 118 hours.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice, and the request has therefore been closed.

You may wish to submit a refined request in order that the cost of complying with your request may be facilitated within the 'appropriate limit'. In compliance with Section 16 of the Act, I have considered how your request may be refined to bring it under the appropriate limit;

PSD could provide information relating to questions 2 to 5 for police officers disciplined for breach of Article 3 Privacy & Confidentiality of the PSNI code of Ethics for the time-frame requested. This may not provide an accurate result of all officers facing disciplinary action for breaching confidentiality agreements, policies and clauses as only the most serious Article of the PSNI Code of Ethics is recorded against each case for statistical purposes.

Submission of a refined request would be treated as a new request, and considered in accordance with the Freedom of Information Act 2000, including consideration of relevant Part II exemptions.

You may be interested in the following Service Procedures and Policy Directives which are available to view on the PSNI website at the following link; [http://www.psnipolice.uk/index/about-us/publications/publications-by-category/our\\_policies\\_and\\_procedures.htm](http://www.psnipolice.uk/index/about-us/publications/publications-by-category/our_policies_and_procedures.htm)

PD 06/08 Data Protection Policy  
PD11/07 Integrity and Professional Standards  
SP 05/10 Service Confidence Procedure  
PSNI Code of Ethics  
Police Staff Code of Conduct



Every police officer is required to carry out their duties in accordance with the PSNI Code of Ethics (Section 52 of the Police Northern Ireland Act 2000), and every member of staff in accordance with the Police Staff Code of Conduct.

Standards regarding confidentiality are outlined in the PSNI Code of Ethics Article 3 'Privacy & Confidentiality'. Standards regarding whistle-blowing are outlined in Article 7.3 Integrity and Article 10.2 Duty of Supervisors.

Standards for police staff relating to 'confidentiality' is outlined in Section 2 Integrity, and whistle blowing Section 3 Rights and Responsibilities.

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psni.police.uk](http://www.psni.police.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

[REDACTED] s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(a) s.F40(3)(ai)

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**From:** [REDACTED] on behalf of zFOI  
**Sent:** 15 September 2011 13:10  
**To:** [REDACTED]@whatdotheyknow.com' s.F40(1)  
**Subject:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618  
**Attachments:** F-2011-02618 FOI Response.pdf

Subject: F-2011-02618  
September 15, 2011

Dear Mr. [REDACTED] s.F40(1)

FREEDOM OF INFORMATION ACT 2000

I refer to your request for information dated August 4, 2011 which was received by the Police Service of Northern Ireland on August 4, 2011 concerning:

**Confidentiality Agreements**

Please find attached response to your request.

Yours sincerely

Mr Gordon Reid  
Head of Data Protection and Freedom of Information



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02618

**Keyword:** Complaints/Discipline

**Subject:** Confidentiality Agreements

### Request and Answer:

#### Question 1

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#### Question 2

The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.

#### Question 3

A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc).

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The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.

#### Question 5

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I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data). With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.

I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.

## **Answer**

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is estimated that the cost of complying with your request for information would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450.

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PD11/07 Integrity and Professional Standards  
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PSNI Code of Ethics  
Police Staff Code of Conduct

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If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

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Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

[REDACTED]

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**From:** [REDACTED] on behalf of zFOI  
**Sent:** 16 September 2011 10:04  
**To:** [REDACTED]  
**Subject:** T.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618

**Attachments:** F-2011-02618 FOI Response.pdf

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)



F-2011-02618 FOI  
Response.pdf ...

From: on behalf of zFOI  
Subject: F-2011-02618

Attached is the release package that we have released in respect of the above numbered request.

Gordon Reid  
Corporate Information Manager

[REDACTED]

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**From:** [REDACTED] on behalf of zFOI  
**Sent:** 16 September 2011 10:04  
**To:** [REDACTED]  
**Subject:** : ATI Request F-2011-02618

**Attachments:** 1.NOT PROTECTIVELY MARKED-All Networks:: ATI Request F-2011-02618



1.NOT  
ECTIVELY MARKED.

From: on behalf of zFOI  
Subject: F-2011-02618  
Inspector [REDACTED]

s.F40(2)  
s.F40(2)(a)  
s.F40(2)(b)  
s.F40(3)(a)  
s.F40(3)(ai)

Attached is the release package that we are releasing in respect of the above numbered request.

Gordon Reid  
Head of Data Protection and Freedom of Information

## **Decision Log**

### **Background**

The following request has been received;

*I would like to request the following information about PSNI's staff confidentiality agreements and related disciplinary actions:*

- 1. Copies of all confidentiality clauses, agreements or policies that staff are required to abide by. Please include any non-standard clauses which apply to particular groups of staff, or individuals. I am expecting the release of any relevant standard clauses contained within employment contracts as well as relevant policies such as your whistle-blowing policy, and any rules guiding staff participation in online discussion, blogging and social networking sites.*
- 2. The number of times PSNI staff members have faced disciplinary actions or proceedings as a result of breaching these confidentiality agreements, policies and clauses.*
- 3. A listing of these disciplinary actions broken down by the date and type of disciplinary action taken (eg verbal warning, demotion, loss of benefit, etc)*
- 4. The number of PSNI staff that have been dismissed as a result of breaching or infringing confidentiality agreements.*
- 5. Of those i) disciplined and ii) dismissed - How many had a defence of whistleblowing?*

*I would like this data annually for most recent three year period (either calendar or financial depending on how you record such data).*

*With respect to PSNI policies clauses and agreements only those that are currently in-force are being requested.*

*I would like to clarify that I am only seeking policies etc. relating to the staff-employer relationship ie. the rules staff agree to follow as individuals.*

*If one part of this request can be answered sooner than others, please supply that information while you are dealing with the rest.*



It has been estimated by the districts and departments that to retrieve this information will take the request over the appropriate fees limit.

However, ACPO have advised that this request has possible links with previous vexatious request F-2010-03616.

F-2011-02442

### **Harm Test**

Individual:

Community:

Police Service:

### **Exemptions Considered**

### **Public Interest Test Section [Insert section no]**

For Release

For Retention

### **Public Interest Test Section [Insert section no]**

For Release

For Retention

### **Decision**

## FOI Response Quality Assurance Checklist

Item	Reason for Check	Yes / No / NA	Comments
Result of search for information	Compliance with S1(1)(a)	yes	
Has S17 been quoted "Refusal of request"	Corporate and Legal Requirement	yes	
All necessary consultation - Internal/External bodies		yes	
Any Redaction - Act Stamp		no	
Are the relevant exemptions listed by number, subsection and title	Legal requirement and assists applicants understanding (plain English)	yes	
Are the exemptions explained	Understanding Plain English	yes	
If prejudice based exemptions is the harm correctly explained	Legal requirement and plain English	n/a	
<b>Harm Test Completed by Record Owner</b>	Professional and Corporate requirement	yes	
Ensure Harm contains no exempt information	Professional and Corporate requirement	n/a	
if qualified based exemptions is there a PIT	Legal Requirement	n/a	
is the PIT valid, balanced, case specific and as per ACPO MOG	Legal and Professional corporate requirement	n/a	
Does the balance test take into account both sides of the argument	Legal and Professional corporate requirement	n/a	
<b>Have all questions in the request been answered</b>	Legal requirement	n/a	
Has 'Who is the applicant' been reviewed to see if they have a unique S21 opportunity	Legal and Professional corporate requirement	yes	
<b>Format Correct / Spellchecked</b>		yes	
Intranet / Internal Checks / previous requests / Disclosure Logs		yes	
If ACPO CRU referred - has advice been received, attached and used as necessary.		yes	
<b>Fees tab completed</b>		yes	
Decision Log Completed and attached		n/a	