

CHAPTER 34

SECURITY, OFFICIAL INFORMATION AND PUBLIC RELATIONS**SECTION 1 - GENERAL****J2441. Official Secrets Acts.***Sponsor: PSyA(Air)*

Every officer is responsible for ensuring that all persons under his command are acquainted with the provisions of the Official Secrets Acts 1911-1989, and with the need for strict compliance with those provisions. All personnel are to be reminded annually of their responsibilities under the Acts.

J2442. Restrictions on Travel to Certain Countries.*Sponsor: PSyA(Air)*

Instructions on the restrictions on travel to certain countries is contained in JSP 440. On leaving the Service, all individuals are to be reminded that these restrictions apply to them and a copy of MOD Form 138 - Security Reminder on Travel to Certain Countries - is to be included with his discharge (or equivalent) papers.

J2443. Disclosure of Official Information.*Sponsor: PSyA(Air)*

(1) It can be an offence against the Official Secrets Act for a person to divulge, whether during or after a period of service with the Armed Forces, official information acquired by such a person during such service unless expressly authorised to do so. All personnel are forbidden to communicate any official information, including information about to be made public, to any person other than one to whom they are authorised to communicate it or one to whom it is their official duty to communicate it. The use of such information for personal controversy or for any private purpose during or after completion of service without due authority may be a breach of the Official Secrets Acts. Information acquired in an official capacity by anyone seconded for service with another Government Department is not to be disclosed without the express permission of that Department.

(2) Any information of a professional or technical nature that all members of the Armed Forces may acquire in the performance of their duty, or in the course of his official studies, is the property of the Crown and is not to be published in any form without the prior approval of the MOD.

J2444. Restrictions on Use of Official Documents.*Sponsor: PSyA(Air)*

(1) Official reports, correspondence or magnetic media of whatever description, whether protectively marked or not, are the property of the Crown. The only legitimate use which personnel may make of official documents, or information derived from them, is for the furtherance of the public service in the performance of their duty.

(2) All official publications and documents produced in the course of official duty are Crown copyright, including correspondence, drawings, maps, photographs and musical and other artistic works. Photographs taken with official equipment or material whether or not for authorized purposes are also Crown copyright. Permission for reproduction, in whole or in part, for any non-official purpose must be obtained from the Controller Copyright TSol, in whom Crown copyright is vested, or from a person holding his delegated authority. Applications should be referred to MOD Crown Copyright Section, RM 202, 315 Great Scotland Yard, London SW1A 2HW, copy to DPR(RAF)).

J2445 Security of Official Documents.*Sponsor: PSyA(Air)*

Instructions governing the security of official documents and in particular their protective marking, custody, handling and transmission are contained in JSP 440.

J2446. Visitors.*Sponsor: PSyA(Air)*

A CO or Head of Establishment is to be satisfied that proper arrangements are made and orders issued to control the admission of visitors, and is to ensure that MOD instructions governing visits to ships, units and establishments of persons not in HM Service are carefully observed. These instructions are contained in JSP 440.

J2447. Police and other Civilian Authority Reports.*Sponsor: Policy Staffs, HQ RAFP*

Officers who seek the assistance of civilian authorities or organizations (eg the police or welfare organizations) to deal with problems concerning members of the Armed Forces are reminded that all reports for such authorities are to be treated as "in confidence" whether they are so marked or not. These reports must not be quoted verbatim nor their source disclosed except to another Service authority whose attention is to be drawn to their confidential nature.

J2448. Disclosure of Official Information to Courts.*Sponsor: ACOS Pers Pol (RAF)*

Instructions regarding the disclosure of official information (either oral or documentary) to Courts or in arbitration proceedings, and the giving of evidence by expert witnesses, are contained in para J965 and AP 3207 (Manual of Flight Safety).

J2449. Enquiries from Members of Parliament.*Sponsor: Air Cmd Sec*

(1) All official enquiries made by Members of Parliament are to be referred to the MOD for reply. When exceptionally an immediate answer is necessary, eg where a Member of Parliament requests factual information in order to allay relatives' anxiety, reference should be made in office hours to the appropriate Minister, if possible before a reply is given, otherwise as soon as possible afterwards. Urgent enquiries out of office hours are to be reported to the Resident Clerk of the MOD HQ who will notify the appropriate Private Secretary.

(2) Written communications on official matters from Members of Parliament or from persons who state that they are prospective Parliamentary candidates must be acknowledged and the writer informed that the matter is being referred to the MOD for consideration and reply. The letter, or a full account of a conversation if applicable, together with a detailed report, is to be forwarded without delay to the appropriate Minister's office in accordance with current instructions.

(3) In this regulation, the term "Members of Parliament" means members of both Houses of the UK Parliament, and of any other legislature, including devolved United Kingdom, European Union, foreign and commonwealth legislatures.

J2450. The Data Protection Act 1984.*Sponsor: DPIA Pol Mgr*

(1) The Data Protection Act 1984 requires that all computer systems on which personal data is held must be registered with the Data Protection Registrar. The Act also states that an individual is entitled to be told whether personal data is held of which he is the subject, and that if so he is entitled to be given a copy of the data and, where appropriate, to have such data corrected or erased.

(2) The Act applies to any computer system, however small, that contains information on personnel, whether the system has been purchased from official funds or by individuals.

(3) It is the responsibility of the holder of personal data on any computer system operated within the RAF to ensure that the system is notified to the MOD Data Protection Officer, ICS(Pol) CDMG, DGICS, Minerva House, Delta Office Park 800, Swindon, Wiltshire SN5 7XQ (Tel 01793 555430)

(4) Full instructions are contained in JSP 406.

2451. (Omitted)