



STAFFORDSHIRE
POLICE

FOI ref no: 11592

10th December 2019

Ryan Jarvis

Dear Mr Jarvis,

Freedom of Information request: reference 11592 first notified to us by email on 19th November 2019.

Thank you for your recent request under the Freedom of Information Act 2000 detailed below:

1) Please, can you provide a list of all employee roles who are employed by your authority and are subject to the provisions as set out in the Official Secrets Acts 1911-1989?

This can be provided in any format, however a spreadsheet detailing each role and a mark as to whether the role requires the role holder to sign a declaration as to their recognition of being bound thus required to comply with the Act(s).

2) Please provide a disclosure of the format used by your authority which requires the signature of any role holder who is subject to provisions as set out in the Official Secrets Acts 1911-1989 such as an "Official Secrets Acts & Confidentiality Declaration"

**Staffordshire Police's response to your enquiry is as follows:
Staffordshire Police does hold the requested information.**

All Staffordshire Police employees (police officers and staff) are required to sign a declaration.

The following clause is included in all police staff contracts:

23. CONFIDENTIALITY

All employees of Staffordshire Police are expected to observe strict confidentiality in respect of official information and documents. Your attention is drawn to the Official Secrets Act 1989, under which it is an offence if, without lawful authority, you disclose information, document or other article which is or has been in your possession.

Unauthorised access or use of Police Information Systems and / or information stored electronically or held within manual systems, i.e. stored alphabetically in a filing cabinet / card index, microfiche etc, may constitute an offence under the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988, or the Computer Misuse Act 1990.

All employees are reminded that, once authorised, they may only use Staffordshire Police Communications network, police information systems and information stored on them in direct connection with their work for Staffordshire Police.

Any breach of confidentiality, especially under the above legislation, may result in the termination of your employment.

All Police Officers are notified in writing on appointment (extract from appointment letter):

'On appointment to Staffordshire Police you will immediately be subject to the provision of the Official Secrets Act 1989. You should be aware that you should not divulge any information gained by yourself as a result of your appointment to any unauthorised person, either orally or in writing, without the previous official sanction, in writing, of the Chief Officer of Police.'

And are required to sign their acceptance agreement – see attached document – '11592 Acceptance Proforma'.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of this email and should be addressed to:

foi@staffordshire.pnn.police.uk

Or by post to:
Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

Please remember to quote the reference number in any future communications.

Yours sincerely

Freedom of Information Decision Maker