

Freedom of Information
Quarterly Disclosure Log

1 October 2019 to 31 December 2019



Ref No	Request	Response
562019	<p>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?</p> <p>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).</p> <p>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"</p>	<p>1) As set out in the following link, Police and Crime Commissioners' are included within the Official Secrets Act - https://www.legislation.gov.uk/ukdsi/2012/9780111526071/pdfs/ukdsiem_9780111526071_en.pdf</p> <p>2) As attached.</p>

572019	<p>1) please can you send me a copy of the current subject access request acknowledgment AND response letter that you use</p> <p>2) a copy of the last 5 dpias completed</p> <p>3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media</p> <p>4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years</p> <p>5) a copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?</p>	<p>1. Please find the acknowledgement and response letters attached, it may be worth noting that this office has yet to receive a subject access request other than by email since the introduction of the Data Protection Act 2018. I have attached copies of letter templates as requested.</p> <p>2.– 5. No information held.</p> <p>Advice to the Office of the Police & Crime Commissioner is provided by the Data Protection Officer of Northumbria Police. Verbal updates on the implications of the Act were provided by Northumbria Police and a formal agreement is in place for Data Protection advice to be provided. Similarly, advice on Information Security is provided by Northumbria Police and verbal advice is provided to staff regularly under a service level agreement. You may wish to re-direct your request to Northumbria Police who may hold more formal documentation on this subject. I can further advise that the OPCC website provides more information on Information Security that is freely available to view. Additionally further data protection guidance is available via our formal Privacy Statement and the Record of Processing Activities which are also below.</p> <p>Please see links for further information –</p> <p>http://www.northumbria-pcc.gov.uk/transparency/opcc/opcc-record-management-info-security/</p> <p>http://www.northumbria-pcc.gov.uk/v2/wp-content/uploads/2018/05/GDPR-Privacy-Notice-.pdf</p> <p>http://www.northumbria-pcc.gov.uk/v2/wp-content/uploads/2018/05/OPCC-Policy-Record-of-Processing-Activities.pdf</p>
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