

23rd January 2020

Our Ref: FOI/OPCC/19-061

Dear Requestor

REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

I write in response to your request for information dated 30th December 2019 to the Cambridgeshire Office of the Police and Crime Commissioner (OPCC), entitled 'Freedom of Information request – Policies.'

The OPCC has treated your request under the Freedom of Information Act 2000 (the "Act"). Your request sought access to the information below. The OPCC's response regarding your request is also given below.

Q1. Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

OPCC response:

The OPCC does not have a set letter and we have acknowledged and responded to Subject Access Requests on an individual basis.

Q2. A copy of the last 5 DPIAs completed

OPCC response:

No information held. The OPCC has not completed any relevant assessments.

Q3. 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

OPCC response:

OPCC staff have undertaken mandatory training using the National Centre for Applied Learning Technologies (NCALT) e-learning. The 'Managing Information – non-operational' training package used is available via Cambridgeshire Constabulary's intranet site which the OPCC has access to. Therefore, the OPCC are unable to provide the actual link. Staff have also received training on the various OPCC Policies relating to Freedom of Information. These policies are available on the OPCC's website on the following link:

<https://www.cambridgeshire-pcc.gov.uk/accessing-information/>

The OPCC's Head of Business Development has undertaken a GDPR Foundation and Practitioner training course.

Q4. A copy of any instructions given to staff members to reduce data security breaches, for example double checking work

OPCC response:

Please refer to the link to the policies given in response to question 3 above.

Q5. A copy of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

OPCC response:

No information held as the OPCC does not have any such policies.

Q6. Please can I have a copy of the risk rating that you use to evaluate data security incidents?

OPCC response:

No information held as the OPCC does not have a risk rating for security incidents.

The Act requires that the OPCC handles all requests in a manner that is blind to the identity of the requestor. Any information released in response to a request is regarded as being published and therefore in the public domain without caveat.

We trust that the information provided above meets your needs. However, if you are unhappy with this response, please see the attached 'satisfied with our service' document, which sets out your rights to appeal.

Should you have any further enquiries concerning this matter please do not hesitate to contact me quoting the above reference.

Yours sincerely

Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough