



Request under the Freedom of Information Act 2000

- 1) please can you send me a copy of the current subject access request acknowledgment AND response letter that you use
- 2) a copy of the last 5 dpias completed
- 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
- 4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work
- 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?
- 6) please can I have a copy of the risk rating that you use to evaluate data security incidents?

Response

The OPCC can confirm that there is some information held in relation to your request.

1. The OPCC do not use an acknowledgement letter for subject access requests, however for requests submitted by email, there is an automatic email sent back to the sender, acknowledging that it has been received. Please see attached our response template.

2. No information held. The OPCC does not yet have any completed DPIAs, however there are two projects run by the OPCC that have been introduced since GDPR was implemented. There are DPIAs currently being undertaken for these projects. A member of staff has also attended training in order to effectively carry out DPIAs.

3. OPCC staff are expected to undertake two mandatory e-learning packages which are available via the Thames Valley Police intranet site. As such, we are unable to provide a link to this. The packages are:

- Managing Information (GDPR)
- An Introduction to Government Security Classification

4. Staff are regularly sent around a governance update email, with a summary of how many breaches have been reported and reminders of how they can avoid committing a data breach. This information is also detailed in our Data Protection Policy which can be found on the OPCC website using the below link.

<https://thamesvalley.s3.amazonaws.com/Documents/Our%20information/Policies%20and%20Procedures/Data%20Protection%20policy%202019.pdf>

5. No information held. The OPCC follow the TVP environmental policy, therefore you may wish to direct your request to them.

6. The risk assessment that we use to evaluate data breaches can also be found in the attached Data Protection Policy. Please note however that the risk assessment is a guide, and each breach is assessed on a case by case basis.