

**FREEDOM OF INFORMATION REQUEST REFERENCE NO 2019-030**

Your request has now been considered under the Freedom of Information Act 2000 (the Act) and we provide our response below.

You asked:

- 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?

Your request for information has been considered under the Freedom of Information Act 2000 (the Act) and our response is as follows:

- 1) No Information held. Dorset OPCC has yet to receive any subject access requests.
- 2) The last five DPIAs are attached at Appendix A.
- 3) The Office of the Police and Crime Commissioner uses learning material provided by Dorset Police. This includes advice on managing information and the use of police information and systems. Since the material is owned and managed by Dorset Police, the Office of the Police and Crime Commissioner does not hold this information. I understand that you have also requested the same information from Dorset Police, who will be responding to your request in due course.
- 4) The Office of the Police and Crime Commissioner uses learning material provided by Dorset Police, supplemented by face-to-face training sessions, team meetings and other publicly available material. I understand that you have also requested the same information from Dorset Police, who will be responding to your request in due course.
- 5) Having searched our records I can confirm that the Office of the Police & Crime Commissioner does not hold any information relevant to this part of your request.

The Office of the Police and Crime Commissioner shares Human Resources Policies with Dorset Police.

- 6) A copy of the risk rating is attached at Appendix B.