

Reply to: Leah Smith

Tel No: 01953 424455

10th December 2019

Dear Member of Public,

Freedom of Information Request FOI/OPCCN/179

I am writing in connection with your email dated 19th November 2019, in which you requested the following information:

“I am writing to respectfully make a request in accordance with the Freedom of Information Act 2000. My request is as follows:-

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"

I have reviewed our records and I can advise the following:

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?

Response: All employees of the Office of the Police and Crime Commissioner for Norfolk (OPCCN) are subject to the Official Secrets Act. A list of all employees can be found on our website:

<https://www.norfolk-pcc.gov.uk/documents/transparency/organisational-structure>

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"

Response: All staff as part of their contract of employment sign relevant documentation, this is not kept within the OPCCN, but may be available from Norfolk Constabulary:

<https://www.norfolk.police.uk/about-us/our-data/freedom-information>

Yours sincerely

L. Smith

Leah Smith
Complaints and Compliance Officer and FOI Decision Maker
Office of the Police and Crime Commissioner for Norfolk

Internal Review

If you think we have not supplied information in accordance with Section 1 (the General Right of Access) of the Freedom of Information Act 2000, or you are dissatisfied with the way in which your request has been handled, then you should write, in the first instance, to:

Mark Stokes
Chief Executive
Office of the Police and Crime Commissioner for Norfolk
Jubilee House
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455

Email: opccn@norfolk.pnn.police.uk

If you are dissatisfied in any way with our response or the way we have handled your request, you can contact us by phone, email or in writing. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request or we may decide to treat your complaint formally under our internal review process.

An internal review is conducted by the Chief Executive who will review the request and response, taking account of your complaint(s), and will respond in writing as soon as possible. The Information Commissioner's Office recommends that a response should be made in 20 working days. If we are unable to respond in this timeframe we will inform you and provide a date by which you should expect to receive our response.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at www.ico.gov.uk