



Office of the PCC for Warwickshire
3 Northgate Street
Warwick
CV34 4SP

FOI Request regarding: Subject access letters, information governance training and various policies

Request received: 02/01/2020

Responded: 20/01/2020

Your request for information has now been considered. The information you have requested is referred to below:

Question 1. please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

The OPCC has a standard acknowledgement to all correspondence which is attached. There is no template for a response to a subject access request.

Question 2. a copy of the last 5 dpias completed

The OPCC has not completed any DPIAs.

Question 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

These are attached.

Question 4. a copy of any instructions given to staff members to reduce data security breaches, for example double checking work

As attached.

Question 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?

The OPCC does not have a policy to reduce the environmental impact of the organisation.

Question 6. please can I have a copy of the risk rating that you use to evaluate data security incidents?

These are attached.