

**FOI Ref: OPCC 02-20**

**Request:**

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:**

1. We do not hold standard acknowledgement and response letters as each subject access request is dealt with individually with the relevant information for each enquiry.

2. No Information Held

3. A copy of a Risk Power Point presentation is included with this email which has been written internally and used for training in the last 2 years

4. Please find attached 2 emails that have been sent to all OPCC staff to assist in reducing data breaches. All staff have to complete a number of mandatory on line training modules through the National Centre for Applied Learning Technologies, which is run by the College of Policing which includes Data Protection, Protecting Information and Risk Assessment on a regular basis.

5. No Information Held

6. Any Data Security Incidents are referred to our office Data Protection Officer who will then speak directly with the ICO (Information Commissioner’s Office) for guidance on each individual case.

Please find a link to their website below.

<https://ico.org.uk/>

  