

## PFCC Decision Report

**Please ensure all sections below are completed**

<b>Report reference number:</b> 075/21
<b>Classification</b> Not protectively marked
<b>Title of report:</b> Business Confidentiality Declaration
<b>Area of county / stakeholders affected:</b> Countywide
<b>Report by:</b> Darren Horsman
<b>Date of report:</b> 06 May 2021
<b>Enquiries to:</b> Darren horsman@essex.police.uk

### 1. Purpose of the report

- 1.1. To approve the refreshed PFCC Confidentiality Declaration.

### 2. Recommendations

- 2.1. The PFCC is asked to approve the updated Confidentiality Declaration (version 2).

### 3. Benefits of the proposal

- 3.1. This policy outlines to PFCC employees what is expected of them in relation to confidentiality. This includes how they are impacted by the Official Secrets Acts and data protection legislation.
- 3.2. The declaration ensures that the PFCC has assurance that staff are aware of their expectations in relation to confidentiality.

### 4. Background and proposal

- 4.1. The Confidentiality Declaration was last updated in March 2019. Version 2 updates the document to ensure it reflects updated data protection legislation and the General Data Protection Regulation (UK GDPR) which changed as the UK exited the European Union.
- 4.2. The Declaration will be reviewed within 2 years to ensure it is up to date with relevant legislation or policy changes.

### 5. Alternative options considered and rejected

- 5.1. No alternative options considered.

### 6. Link to Strategic Objectives

6.1. This decision will ensure that PFCC staff are clear on what is expected of them.

**7. Police operational implications**

7.1. No operational implications

**8. Financial implications**

8.1. There are no financial implications

**9. Legal implications**

9.1. The declaration makes clear to employees how their responsibilities and expectations upon them link to relevant legislation, such as data protection legislation and the Official Secrets Acts.

9.2. The declaration states that employees are aware that they are “subject to the restrictions and duties imposed by the Official Secrets Acts 1911 – 1989 (The Acts) and that disclosure of any information, document or article (or part thereof) in breach of the provisions of the Acts will make me liable to prosecution.”

9.3. The declaration also advises employees that information coming into their possession must be held in confidence and must only be used as authorised. Employees are informed that the unauthorised communication of such information could result in dismissal, and/or prosecution

**10. Staffing implications**

10.1. All PFCC staff are required to sign the declaration and uphold the expectations placed upon them.

**11. Equality and Diversity implications**

11.1. This declaration applies to, and must be signed by, all members of staff.

**12. Risks**

12.1. No associated risks

**13. Governance Boards**

13.1. This policy was discussed at the PFCC’s Senior Management Team on the 14<sup>th</sup> of April 2021.

**14. Background papers**

14.1. Annex 1 - 2021 Business Confidentiality Agreement

**Report Approval**

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O. Sign: ..... *D. Horsman* .....

Print: Darren Horsman - Deputy MO .....

Date: 6.5.2021 .....

Chief Finance Officer / Treasurer Sign: *J. Berry* .....

Print: Julia Berry .....

Date: 11 May 2021 .....

**Publication**

Is the report for publication? YES  NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

**Redaction**

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES  NO  2. Of Appendix? YES  NO

If 'YES', please provide details of required redaction:

.....  
.....

Date redaction carried out: .....

**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

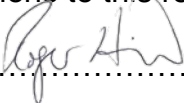
Sign: .....

Print: .....

Chief Executive/Treasurer

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:**  .....

**Print:** ROGER HIRST

**PFCC**

**Date signed:** 30 June 2021

I do not agree the recommendations to this report because:

.....  
.....  
.....

**Sign:** .....

**Print:** .....

**PFCC/Deputy PFCC**

**Date signed:** .....