

Police, Fire and Crime Commissioner for Essex

CONFIDENTIALITY DECLARATION

Version Control	Version 3	April 2021
Reviewed By	S Humphreys	March 2024
Policy owner	P. Brent-Isherwood	
First Published	J Drewett	November 2012
Next Review Date	G Myddelton	May 2026

Version history

Version Number	Date	Reason for review	Comments
1.0	November 2012		First publication
1.0	February 2016	Update review	No amendment required
1.1	September 2017	Update review	PCC office location updated
1.2	February 2019	Update review	Updated to reflect PFCC & GDPR
1.3	April 2021	Update review	Updated to reflect UK GDPR
1.4	March 2024	Update review	Scheduled update

Confidentiality Declaration

Section 1 – Subject Details

Title	Surname	First Name(s)
Staff Number	Employer	

Section 2 Official Secrets Acts 1911 – 1989

<p>Employees – I understand as an employee of the Police, Fire and Crime Commissioner, I will be 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.</p> <p>Contractors and Volunteers – I have been informed that information, documents or other articles protected against disclosure by the provisions of the Official Secrets Act (for example relating to the prevention and detection of offences) will come into my possession in circumstances requiring it to be held in confidence. I understand that I may be prosecuted for an offence under the Official Secrets Acts 1911 – 1989 should I disclose without lawful authority any such information, documents or other articles.</p> <p>I understand that on termination of my employment, contract or other work on behalf of the Police, Fire and Crime Commissioner the restrictions on disclosure of information under the Acts, and my liability to prosecution, continue to apply.</p> <p>I also understand the requirement to mark and manage information, documents and other articles in adherence to the Government Security Classifications, full details of which can be found here.</p> <p>This policy should not prohibit the disclosure of reporting wrongdoing (whistleblowing) and handling of qualifying disclosures, which is covered in a separate policy.</p>	
Signature:	Date:

Section 3 – Data Protection Act and General Data Protection Regulation (UK GDPR)

<p>I understand that the Data Protection Act and General Data Protection Regulation (UK GDPR) establish principles that govern the manner in which personal data is obtained and used, including requirements that data is:</p> <ul style="list-style-type: none">• Obtained and processed transparently, fairly and lawfully• Held only for a specified and lawful purpose• Not used or disclosed other than as authorised <p>I also understand that I am liable for prosecution if I knowingly or recklessly use, obtain, disclose or transfer data without authority or other lawful reason.</p>	
Signature:	Date:

Section 4 – Confidentiality

<p>I understand that information coming into my possession or knowledge as a consequence of my employment, contract or other work on behalf of the Police, Fire and Crime Commissioner must be held in confidence and must only be used as authorised in connection with my official duties. I understand that the unauthorised communication of any such information to any person, either verbally or in writing, could result in dismissal, termination of contract, civil liability and/or prosecution.</p>	
Signature:	Date:

The Police, Fire and Crime Commissioner for Essex, Kelvedon Park, London Road, Rivenhall, Witham, Essex, CM8 3HB