



Response Date:13/09/2024

2024/869 - Job Description and Oath info

In response to your recent request for information regarding;

1. Full description and responsibilities of the job role for a Disclosure Assistant with the FOI Team of North Wales Police?

Please find attached the job description for the Information Rights Officer.

2. Full details of the sworn Oath for a Disclosure Assistant with the FOI Team for North Wales Police?

Police Staff do not have a sworn oath.

3. Full details of the sworn Oath of a Police Constable for North Wales Police? 4. Full Details of the sworn Oath of the Chief Constable of North Wales Police?

The sworn oath is the same for all officers;

I do solemnly and sincerely declare and affirm that I will well and truly service the Queen in the office of constable, with fairness, integrity, diligence and impartiality, upholding fundamental human rights and according equal respect to all people; and that I will, to the best of my power, cause the peace to be kept and preserved and prevent all offences against people and property; and that while I continue to hold the said office I will to the best of my skill and knowledge discharge all the duties thereof faithfully according to law"

5. Full details of the sworn Oath of the Crime Commissioner of North Wales Police?

The Police and Crime commissioner is a separate public body, you can direct your request to them; OPCC@northwales.police.uk

1.a. The email address of the Chief Constable of North Wales Police?

1.b. The email addresses of the Deputies of the Chief Constable of North Wales Police?

You can use 'contact us' on our website and detail who the correspondence is for;
[Contact us | North Wales Police](#)

1.c. The email address of the Crime Commissioner of North Wales Police?

Please see the answer to 5.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 12/09/2024



**NORTH WALES POLICE
HUMAN RESOURCES DEPARTMENT**

POST PROFILE

Post	:	Information Rights Officer
Based at	:	Information Standards & Compliance Section, Corporate Services Group, Force Headquarters, Colwyn Bay
Salary	:	Scale S01
Responsible to	:	Head of Information Standards and Compliance

OVERALL PURPOSE OF JOB:

- To provide co-ordination and management of Freedom of Information (FOI) & Subject Access Requests (SAR) ensuring quality and timeliness in responding to these requests, in accordance with relevant legislation.
- To assist in providing advice and guidance on Data Protection and Freedom of Information matters, researching issues and identifying solutions.
- Using a practical knowledge of relevant legislation and current issues. Act as the primary point of contact for external data protection and FOI queries received by the department from members of the public, researching issues and providing advice where appropriate.
- Supporting North Wales Police to achieve its objectives by providing the necessary context to relevant SAR and FOI responses.
- Maintain the FOI Publication Scheme as required by legislation.
- Undertake other IS&C duties commensurate with grade, including monitoring and information sharing related functions and non-information rights requests for information
- To operate and maintain the supporting functions of the department, in particular those processes governed and required by legislation.

By performing the above duties and applying a working knowledge of the relevant legislation and Force/National procedures, as part of the Information Standards & Compliance team, the post holder will contribute towards the activities necessary for the maintenance and compliance with the principles of the legislation and other relevant guidance.

DUTIES AND RESPONSIBILITIES:

A. Handling of Subject Access and Freedom of Information Requests

- To facilitate and validate all SAR & FOI requests received into the office, made under the relevant legislation. Perform associated tasks to ensure compliance with relevant legislation.

- Using a practical knowledge of the legislation, to research and prepare responses to SAR & FOI requests. To liaise with relevant departments and individuals and consider any redactions in accordance with justified exemptions under the relevant legislation.
- Decide on the probable risk of requests and occasionally liaise with the Chief Information Officer regarding signing off where necessary.
- To identify and consider harm with regard to the process of disclosure within the parameters of relevant legislation.
- To provide a quality of service to individuals who submit SAR and FOI requests to the Force. This to include acknowledging the request, contacting them at the outset to clarify any ambiguity and keeping them informed of the progress of the response where necessary.
- Draft, check and quality assure FOI and SAR responses, identifying anomalies and providing corrections where required and signing off before release – referring to line management where necessary, or in the event of any perceived concerns about the proposed disclosure. This may also include reviewing and signing off responses made by other IS&C staff prior to responding with a requestor.
- Liaise with other Police agencies where necessary, e.g. The National Police Freedom of Information and Data Protection Central Referral Unit.
- Using a practical knowledge of relevant legislation and current issues, act as the primary point of contact for external subject access and freedom of information queries, researching issues and providing advice where appropriate.
- Process, consider, research and respond to any requests for FOI and SAR reviews, consulting as necessary.
- Maintain the FOI Publication Scheme as required by FOI legislation, taking account of data protection legislation and Force Policy and requirements.

B. Data Protection and Freedom of Information Compliance and Advice

- Using a practical knowledge of relevant legislation and current issues, act as the primary point of contact for data protection and freedom of information queries received by the department from members of the public, researching issues and providing advice where appropriate.
- To support the Unit in Data Protection and Freedom of Information compliance functions
- To keep up to date with relevant legislation, attending internal and external training courses
- Attend relevant regional and national meetings as necessary.

C. General Duties

- Undertake other IS&C duties commensurate with grade, including monitoring and information sharing related functions and non-information rights requests for information
- To provide an administration, research and supporting function to IS&C to ensure that all IS&C compliance procedures are complied with and to facilitate the work within the section.

D. General

1. Promote and comply with North Wales Police policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
2. Any other duties as directed by the Head of Information Standards and Compliance commensurate with the post and salary grading.

SPECIAL REQUIREMENTS

Essential:

- HND/C or equivalent qualification in a relevant business related subject, or an equivalent amount of proven relevant experience.
- Excellent IT skills including knowledge of Microsoft Office applications, especially Excel.
- Previous experience and/or the ability to analyse information, particularly in identifying patterns or trends and the ability to use suitable statistical analytical methods convey information.
- Previous experience of writing formal structured reports setting down processes and procedures.
- Proven ability to assimilate information quickly.
- Demonstrates high attention to detail.
- Proven communication skills with an ability to work well in a team environment and to ascertain/collect information & convey it into a comprehensive, easily understood format, commensurate with the requirements of the role.
- Highly motivated with a high degree of proven organisational skills and the ability to prioritise and meet deadlines whilst ensuring accuracy and attention to detail is essential.
- A practical knowledge of Data Protection and Freedom of Information legislation, practical concepts and related legislation and its implementation.
- Proven excellent research skills.
- The role requires a person who is able to work on their own initiative, highly motivated and can work as a part of a team.
- It is a requirement of the role to travel throughout the Force and it may be necessary to travel outside the Force area on occasions.

Desirable:

- A developed practical knowledge of the current and legacy information systems used by the Force.
- An awareness of existing disclosure processes including the role of the Disclosure and Barring Service and ACRO.

WELSH

The level of Welsh required for the role:

Verbal

Level 3

NOTES:

1. This Job Description and Person Specification **is not** a statement of **all the detailed** procedures and conditions applicable to the post holder. Therefore there will always be instructions in addition to those outlined that meet the work demands and natural evolution of the Department/Division at any particular time.
2. Any of the detailed duties and responsibilities may also vary in accordance with point 1 above without changing the character or level of responsibility the post entails.

3. The Chief Constable reserves the right to transfer the post holder to any other location within the North Wales Police area following consultation with the Staff Side in accordance with Force Policy applicable at the time.