

6 February 2024

IC-286066-T3P1

Request

On 2 February 2024 you made the following request:

"Please send me your Appropriate Policy Document for processing special category data."

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

Response

We hold information that falls within scope of your request.

Technically this information is exempt from disclosure in accordance with Section 21 of the FOIA as it is already publicly available. Section 21 states that we don't need to provide you with a copy of information when you already have access to it. However, for your reference, the document can be found here:

[Policy document – our processing of special categories of personal data and criminal offence data](#)

This concludes our response to your request.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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