



Force Disclosure Unit
Wiltshire Police HQ
London Road
Devizes
Wiltshire
SN10 2DN
Tel 101 ext 62005
www.wiltshire.police.uk
disclosure@wiltshire.police.uk

Date: 5th May 2021

Your Ref: FOI

Our Ref: FOI 2021/399

Reply contact name is: Kay Moore

Dear,

I write in connection with your request for information dated 29th April 2021 concerning the office policy regarding names and shoulder numbers not being disclosed.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and after having consulted the Manager of the Service Recovery Team - I am now able to respond as follows.

You wrote:

I'd like to request the policy referred to by the manager of the Service Recovery Team in an email she sent me on the 27th April 2021. Please see below for the part of the email in which she references the policy I wish to obtain.

"Our office policy, as is that of the Professional Standards Department Admin Team in Wiltshire Police, is not to release the names or shoulder numbers of individual staff if the individual does not wish to do so. This is standard business practice in many organisations."

Our response:

There is no written policy within the Professional Standards Department and the Service Recovery Team that states that names and shoulder numbers of staff should not be disclosed if the member of staff does not wish for this to happen. However, this is a general office practice that has been adopted and in place for many years. The department feel it is appropriate for their way of working because there are safety and security reasons as to why staff members might not feel comfortable with their names and shoulder numbers being disclosed. However, if an individual member of staff sees no issue with their details being released then they can disclose this information if they wish. The Head of Professional Standards was consulted regarding this way of working last year and they were happy with the existing way of working remaining in place.



I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Kay Moore
Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:
Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.pnn.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should

contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk