

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext 62005

www.wiltshire.police.ukdisclosure@wiltshire.police.ukDate: 14th September 2021

Your Ref: FOI

Our Ref: FOI 2021/597

Reply contact name is: Kay Moore

Dear,

I write in connection with your request for information dated 15th July 2021 concerning guest access for Microsoft 365 Teams. My apologies for the delayed response.

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 Data Protection Officer – I am now able to respond as follows.

You wrote:

I would be grateful if you can provide me with a copy of your "Policy" or specific "Guidance Notes" held in relation to:

Guest Access for Microsoft 365 Teams (I am mainly interested in any policy you hold specifically for Microsoft Teams, however if you only hold this generally for M365 then that is fine). This is mainly regarding external collaboration.

This information would normally be held within your Information Governance Team or Information Management Team or in IT Services.

If you can provide me with a copy of your "M365 Teams Guest Access Policy" or a "Guidance Note" that you hold and use specific for officer awareness this would be much appreciated.

Our response:

Whilst there is a Force Policy for Guest Access, there is not a specific Microsoft 365 one. However, the following section is taken from the Microsoft 365 Acceptable Use Procedure which you may find useful (the document in its entirety is not yet assessed as suitable for disclosure under FOI):

'External/guest user access

Guest access is one of the main features of Teams where it allows Force and OPCC users to collaborate with users from other organisations (e.g. other forces, emergency services, local



authorities). Anyone with an email address can be invited as a guest once the Force and OPCC has enabled guest access.

There are two types of external access predominantly used. Remote Desktop Services allows colleagues in external Forces access to key Wiltshire Police applications, such as Niche RMS. This is governed via a specific request to ICT. All requests must be signed and supported by a department head and all access and use is auditable and governed by existing policies.

The second type of access is called Business 2 Business connection. This is still being developed for use within Wiltshire Police and the OPCC.'

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.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