



Llywodraeth Cymru
Welsh Government

E-mail request

Our ref: ATISN 14993

Date: 13 April 2021

Dear

ATISN 14993

Thank you for your request which I received on 12 March 2021. In my acknowledgment letter I confirmed the information requested is not held only for Welsh Government's Legal Services Department – but Welsh Government as whole.

Welsh Government's policies against each of your questions accompanies this disclosure letter.

- (a) The full content of the Department's data protection policies and procedures;
- (b) The full content of the Department's policies and procedures in respect of home working and working away from the office;
- (c) The full content of the Department's policies and procedures in relation to data transfer and the secure handling and transit of paper records
- (d) The full content of the Department's policies and procedures in relation to the retention and disposal of records.

I can confirm Welsh Government does not have data protection policies as the policy is the legislation we comply with. Information against part d of your request is exempt under Section 21 of the Freedom of Information Act (2000), information readily accessible to the applicant by other means. The information can be found at the following links:

[Information Management & Governance Policy](#)
[Retention & Disposal Schedule](#)

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely