

Date: 22 October 2026

Dear

ATISN 27532

Thank you for your request which I received on 17 September. You asked for:

Copies of policies, procedures, guidance, codes of conduct or other recorded instructions that were in force as at 15 September 2026 concerning the following matters insofar as they apply to employees of the Welsh Government Legal Services Division, including employed/in-house solicitors:

1. *Undertaking private, external or outside legal work or providing legal assistance outside the employee's Welsh Government duties.*
2. *Providing legal advice, drafting legal correspondence or assisting with litigation or pre-action correspondence for family members, friends or other private individuals.*
3. *Any requirement for such activity to be declared, notified to, or approved by Welsh Government, including the level of management at which approval is required.*
4. *Any restrictions relating to conflicts of interest or the use of professional knowledge and experience acquired through employment with Welsh Government when undertaking private activities.*
5. *The use of Welsh Government IT equipment, Microsoft 365 accounts or profiles, email accounts, document-production systems, software, devices or other Welsh Government resources for private or external legal work.*
6. *Any specific guidance applicable to solicitors employed within the Legal Services Division concerning private practice, pro bono work, acting for family or friends, or other legal work undertaken outside their Welsh Government role.*
7. *Any rules concerning the undertaking of such private or external activities during Welsh Government working time.*

Our response

I attach copies of the relevant Welsh Government policies with this letter.

Next steps

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 e-mail: 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

Website: www.ico.org.uk

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

Yours sincerely