



FREEDOM OF INFORMATION REQUEST

FOI Reference number: FOI 15/2014

Date: 23 April 2014

- Request:**
1. Does the contract between Blackwell Associates and NIPB have a Service Level Agreement (ISA) or Memorandum of Understanding (MOU)?
 2. Will Blackwell Associates retain my documentation and if so how will they be stored? And how long will they be retained for?
 3. Does NIPB have a Review, Retention and Disposal Schedule?
 4. If NIPB have an RRD Schedule how long will my personal information be retained for?
 5. Will my personal documentation be shared with other third parties and if so who and is there an ISA or MOU with them?
 6. How are my personal details passed between Blackwell and the NIPB?

- Answer:**
1. The contract for the appointment of the Board's Selected Medical Practitioner (SMP) does not contain either a Service Level Agreement (SLA) or a Memorandum of Understanding. However, whilst there is no individual SLA between the NIPB and Blackwell Associates, all contract conditions prepared by the Government Procurement Directorate incorporate a range of issues, including those that would normally be contained in a SLA. I can also advise that the Board monitors performance under the contract via a Monitoring Schedule and also through regular Contract Review Meetings with the service provider.
 2. All documentation is held in accordance with the requirements of the Data Protection Act 1998, and is stored securely. At the end of the contract the service provider will return all associated files to the Board.
 3. The Board does hold Retention and Disposal Schedules.
 4. Records are retained for 2 years after confirmation of death.
 5. If an individual pursues an appeal to the Independent Medical Referee (IMR), and provides the Board with their written authority to do so, then the relevant documentation to pursue their appeal is shared with the Department of Justice (DOJ). There is no ISA or MOU in place between the Board and DOJ in relation to this particular area of work. However, I can confirm that there are procedures in place governing the processing of appeals to the IMR.

6. All information is placed into a sealed envelope and is transported by secure courier.

If you have queries about this request or the decision please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should write to the Board's Chief Executive at the following address:

Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

Email: foi@nipolicingboard.org.uk

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner. Generally, the Information Commissioner's Office cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. The Information Commissioner can be contacted at:-

The Information Commissioner's Office – Northern Ireland
3rd Floor
12 Cromac Place
Gasworks
Ormeau Road
Belfast
BT7 2JB

Telephone: - 0303 1231114

Email: - ni@ico.org.uk

Please be advised that all Policing Board replies under Freedom of Information will be released into the public domain via our website @ www.nipolicingboard.org.uk.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.