Policy Directive 6 – Access to Information
Appendix 1

Information Release Assessment Tool

This process is to be applied to each request made by a prisoner in accordance with PD 6. This process is to be used for prison based records **only**, not for medical or programme records.

1. Other than where a staff member's name is disclosed in line with routine operational duties, does the information disclose the personal details of staff (includes all DCS staff, contractors and service providers)?
   - Yes refer to Freedom of Information
   - No continue with assessment

2. Is it possible that release of the information will affect the safety or security of the staff member discussed?
   - Yes refer to Freedom of Information
   - No continue with assessment

3. Does the information disclose the personal details of victims?
   - Yes refer to Freedom of Information
   - No continue with assessment

4. Does the information disclose the personal details of other prisoners or third parties?
   - Yes refer to Freedom of Information
   - No continue with assessment
   - Is it possible that release of the information will affect the safety or security of the prison, community, party discussed or any other person?
     - Yes continue with assessment
     - No continue with assessment

5. Does the information contain Intelligence related information? (For example, information contained within an Incident/Security Report)
   - Yes refer to Freedom of Information
   - No continue with assessment

6. Does the information disclose details that may affect the safety and security of the prison?
   - Yes refer to Freedom of Information
   - No continue with assessment

7. Does the information provide details of a violent or sex related offence?
   - Yes refer to Freedom of Information
   - No providing no other risks present, the information may be provided in line with the request

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