

15 December 2014

Jenny M

[fyi-request-2151-766e98a3@requests.fyi.org.nz](mailto:fyi-request-2151-766e98a3@requests.fyi.org.nz)

Dear Jenny

I refer to your request for information dated 4 November 2014 in which you seek the following information:

*Please explain to me the procedure for entering an OIA request when it is received by Police.*

*Example: If a person other than the subject of the request is making the request (for example, a representative of another Government agency makes the request about information on the personal file of a former employee of Police) do, or should, both names have to be entered into the system?*

*I ask the question because if only the requesting name is entered, then the subject of the request would never know there was one, no matter how many OIA requests they did themselves as there would be no link to it in the system.*

*Additionally, when it relates to a former employee and their personal file, should senior personnel (as the former employee's former O/C) be requesting that OIA be assigned to them personally for them to monitor after engaging in telephone discussions with the requester days prior to the request being received, and then continue to discuss it with at least two other senior HR staff members rather it being forwarded to HR OOC where the personal files were held especially given that member had left under a confidential and negotiated settlement?*

I have considered your request in accordance with the Official Information Act 1982.

Police use an Information Request Database to record all Official Information requests and assign them to relevant people to respond to. The system records the details of the requester so that requests can be identified and tracked. It has capability to also record the details of the individual that is the subject of the request, if there is one. However, this functionality is not used by NZ Police.

Information requests are assessed when they arrive to determine the most appropriate person to respond. If a person has been in contact with the requester, and understands the nature of their request, we would normally forward the request to them. With regards to former employees, whilst the personnel files are managed at Police National Headquarters, they are stored off-site and can be sent to the relevant manager or HR section to assess for

release. Without further specific details about your concerns, we cannot advise whether or not the actions in the case to which you refer were appropriate. If you are able to provide any further information, we would be happy to assess that.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Fiona Michel". The signature is fluid and cursive, with the first name "Fiona" written in a larger, more prominent script than the last name "Michel".

Fiona Michel

Deputy Chief Executive: People