



Cafcass National Office  
3rd Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

**Your ref: CAF 15-63**

**Our ref: Gov/CAF 15-63**

Tel 0300 456 4000

17 April 2015

## **Re: Freedom of Information Request**

Thank you for your email of 14 April 2015 which was received by our office on 15 April 2015. You made the following requests for information:

Can you please advise me on the position Cafcass takes regarding self employed contractors in relation to data protection.

Please see below for our response.

All Cafcass staff are responsible for protecting the personal information of our service users and colleagues. Due to the nature of our work with children and families in the family court, the information Cafcass staff handle is often sensitive and great care must be taken to ensure that this information is handled correctly and protected from falling into the wrong hands. To meet information assurance standards, all of those working for Cafcass should follow the security standards set out in our [Information Assurance Policy](#) and [IT Security Policy](#), and be aware of individuals' rights under the Data Protection Act set out in our [Subject Access Request Policy](#). For more information about security of information related to cases, please see our [Case Recording Policy](#), with particular reference to sections 4 and 6.

Self Employed Contractors (SECs) undertake work on Cafcass' behalf but are not employed by Cafcass. However, the organisational and individual requirements relating to management of information in the above policies are applicable; the policies apply to all staff that create, access and manage case-related and other records. In order to comply with the requirement to use secure email (Information Assurance Policy sections 3.3 – 3.5), although SECs are not issued with a secure Cafcass email address ([example@cafcass.gsi.gov.uk](mailto:example@cafcass.gsi.gov.uk)), SECs are required to sign up their 'personal' business email address (e.g. a Hotmail or Gmail account) to the Cafcass business account with 'Egress Switch' and use this to send encrypted and

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secure emails to service users, the courts, Local Authority contacts etc. For more information on this please see the [SEC Contract](#) sections 5.3 – 5.4.

Cafcass also has an e-learning module 'Responsible for Information' which is made available to SECs.

We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)):

**Post**

Information Commissioner's Office  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

**Fax**

01625 524 510

**Tel**

0303 123 1113

**E-mail**

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

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Anthony Douglas CBE Chief Executive

