12 June 2024

███
████████████████████████████

Ref: OIA-2023/24-0866

Dear ███

Official Information Act request relating to the declassification of documents

Thank you for your Official Information Act 1982 (the Act) request received on 16 May 2024. You requested:

> *"The 2022 update to the NZ Classification System Policy introduced new advisories and requirements for PSR-mandated agencies who hold classified information such as the DPMC.*
>
> *Relating to this, I would like to request copies of:*
> *ONE: The DPMC Declassification Policy*
> *TWO: The DPMC Declassification Governance Framework*
> *THREE: Any DPMC documents that set out critria for declassifying documents*
> *FOUR: Any plan or roadmap DPMC has for proactive declassification*
> *FIVE: For the PSR Self-Assessment Reports submitted 2023 and 2024, all answers supplied by DPMC to the questions relating to the implementation of the 2022 Classification System Policy update (including any written answers and attachments included as part of DPMC's answers)*
>
> *In terms of Section 16(2) of the OIA my preference is to receive copies of these documents, rather than an excerpt or summary."*

Please find attached the following documents, as set out in the table below. The documents relate to both the Department of the Prime Minister and Cabinet (DPMC) and the National Emergency Management Agency (NEMA) which is a departmental agency hosted within DPMC. As you have asked to receive copies of the documents rather than excerpts or summaries, we have released the documents to you, with parts not relevant to your request redacted and marked as not in scope.

Doc	Date	Document Title or Description	Decision
Doc 01	04/03/2024	DPMC and NEMA Information and records management policy	Release relevant section. Information not in scope has been redacted.
Doc 02	24/04/2024	Protective Security Requirements (PSR) Self-assessment report: Department of the Prime Minister and Cabinet (DPMC) 2023-2024	Release relevant section. Information not in scope has been redacted.
Doc 03	January 2024	DPMC and NEMA Classification/Declassification training (eTipu)	Release overview showing declassification training – link to PSR 2022 guidance.
Doc 04	Last update April 2024	PSR Annual Workplan 2023 – 2024	Release relevant section. Information not in scope has been redacted.

Document 3 which outlines the online training provided for DPMC and NEMA staff includes a link to the Protective Security Requirements (PSR) guidance on declassification of documents, which is available on the PSR website at: protectivesecurity.govt.nz/classification-system/how-to-declassify. To the extent your request is for this guidance, it is refused under section 18(d) of the Act, on the basis that it is already publicly available.

You will note from Document 4 that our PSR work programme includes an implementation goal of 2026 for a classification and declassification policy for DPMC and NEMA.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely

Clare Ward
Executive Director
Strategy, Governance and Engagement Group

DEPARTMENT OF THE
PRIME MINISTER AND **CABINET**
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

**National Emergency
Management Agency**
Te Rākau Whakamarumaru

Information and Records Management Policy

i-Manage reference	4795726	Date originally approved	1/03/2024
i-Manage version	Version1	Contact	Data and Information Manager, Central Agencies Shared Services (CASS)
Approved by	Chief Executive, DPMC	Name	Rebecca Kitteridge
		Signature	*Rebecca Kitteridge*
Date approved	4/03/2024	Date for review	1/03/2027

[Not in Scope]

iii) DPMC/NEMA will (where possible) declassify its archived information overtime with the intention of making as many records publicly available as possible, while maintaining appropriate protection for specific records. All records will undergo a declassification process prior to public release.

[Remainder of document is not in scope]

Document 02

PSR | Protective Security Requirements

Self-assessment report

Department of the Prime Minister and Cabinet (DPMC)

2023-2024

Due: 30 April 2024
By email: to psr@protectivesecurity.govt.nz

newzealand.govt.nz

Summary for the Chief Executive (for CSO to complete)

| Organisation: | **Department of the Prime Minister and Cabinet (DPMC)** |

Report as at 23 April 2024

[Not in Scope]

Our protective security priorities for the next 12 months:

Following this assessment, we have identified the following areas of focus for the next 12 months:

- **Information Management:**

- o Increasing classification and handling training. Classification training is now available to all staff and is optional in the online Learning Management System (eTipu). Work is underway to make these modules mandatory.

- o Developing classification and declassification policies. DPMC has included declassification principles and sign-off authority and responsibilities into the Information and Records Management policy until the bespoke classification and declassification polices are developed.

[Not in Scope]

[Not in Scope]

Planned actions for next 12 months

[Not in Scope]

There will also be a focus on developing a declassification policy and implementing mandatory document classification training.
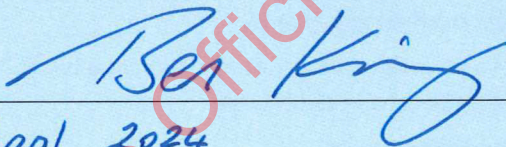
[Not in Scope]

Report approval

Chief Executive comments:
I confirm I have reviewed this completed self-assessment for my organisation and approve for it to be submitted to the PSR.
Chief Executive signature:
Dated: 24 April 2024

pages 8-25 are not in scope

Feedback

PSR Unit support:

[Not in Scope]

Additional guidance and support on how to implement the classification system policy would be helpful, especially on how to introduce the concept of a declassification programme to the agency.

[Not in Scope]

Document Classification

These modules give you an introduction to the Government Information Security Classification System and guidance on how to classify DPMC and NEMA information.

Complete the following modules.

Introduction to Classification - 15 minutes

In this module you will learn:

- The benefits of classification
- The consequences of poor classification
- What classifications are
- What protectives markings are

Click the button below to get started.

Complete Module 🖉

How to Classify Information - 25 minutes

In this module you will learn:

- The relationship between harm, impact and classification
- How to describe the different types of impact
- How to assess the level of harm and impact that compromise of information could have
- How to classify information based on its impact

Click the button below to get started.

Complete Module 🖉

How to Protect Information - 20 minutes

This module covers what you need to know to protect classified information at IN CONFIDENCE, SENSITIVE, and RESTRICTED classification levels.

In this module you will learn:

- How to protectively mark information
- Who can handle classified information
- How to securely handle classified information (e.g., store, use, transport, protect, and destroy)

Click the button below to get started.

Complete Module ✏️

Declassification of information

Document declassification also forms an important part of the New Zealand Government Security Classification System.

Click the button below for guidance on declassification.

📄 **Declassification Guidance**

[Links to PSR 2022 Declassification Guidance]

PSR ANNUAL WORKPLAN 2023-2023

Action	Who	Additional Resource Required	Comments	Jan	Feb	March	April	May	June	July	August	September	October	November	December	Jan	Feb	March	April	May	June
					2024												2025				
				Q3 (Jan-March)			Q4 (April-Jun)			Q1 (Jul-Sept)			Q2 (Oct-Dec)			Q3 (Jan-March)			Q4 (April-Jun)		
[Not in Scope]																					
6. Classification and declassification policy (Implementation goal 2026)	IM (Joanna)		To be completed following the Audit To establish a timeline								Touch base with Joanna to discuss timeline, following Archives Audit.										

IN CONFIDENCE