

**SCHEDULE 4:
AUTHORITY POLICIES**

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1. Authority Policies

- 1.1. Prisons are subject to rules, regulations and guidelines. These are outlined in Prison Service Instructions (PSIs), Prison Service Orders (PSOs) and Policy Frameworks (PF). In 2018, a programme of work to renew and replace all previous policy documentation with Policy Frameworks was commenced. From September 2018, all new instructions have been issued in one or more of the following formats:
 - 1.1.1. **Policy Frameworks** convey mandatory actions to prison establishments and will supersede PSIs and PSOs over time;
 - 1.1.2. **Prison Service Instructions** and **Prison Service Orders** convey mandatory actions to prison establishments which may be updated or issued until such time superseded by Policy Frameworks;
 - 1.1.3. **Probation Instructions** convey mandatory actions to probation services which may be updated or issued until such time superseded by Policy Frameworks; and
 - 1.1.4. **HMPPS Agency Instructions (AI)** convey instructions to HMPPS HQ Staff (including where appropriate the regional structures). Where an AI is of interest or relevance outside of the originating unit in HMPPS headquarters there will be a corresponding PF, PSI, PSO or PI which will contain any mandatory actions.
- 1.2. Policy Frameworks do not have an expiry date. Although Prison Service Instructions, Prison Service Orders and HMPPS Agency Instructions have an expiry date, the Contractor shall comply with all PSIs, PSOs and AIs during the Contract Period until they have been specifically cancelled and removed from the Authority's intranet (PSI 29/2012). Cancellations and removals will also be published through the 'Senior Leaders Bulletin' which will be distributed electronically to the Director or other person nominated by the Contractor.
- 1.3. The Contractor shall comply with all Prison Rules, HMPPS Standards, HMPPS Agency Instructions, Prison Service Instructions, Prison Service Orders, Policy Frameworks and all applicable Legislation that applies to the delivery of Services and performance of its other obligations under this Contract.
- 1.4. The Contractor shall adhere to all Authority Policies where they meet the following criteria:
 - 1.4.1. the policy has been published by HMPPS;
 - 1.4.2. the policy is valid and within the expiration date (except those described in **paragraph 1.2 (Authority Policies)** above);

- 1.4.3. the policy applies to prisons and/or young offender institutions (as applicable) operated by the private sector or to 'all prisons'; and
- 1.4.4. the policy has not been superseded, varied or cancelled by another policy document.

2. **Cancelled/Amended Policies and Publication of Policy Frameworks**

- 2.1 The Contractor shall have access (in accordance with **Schedule 2 (Digital)**) to the HMPPS intranet and 'Senior Leaders Bulletin' where information of cancelled/amended policies and publication of new Policy Frameworks will be available.
- 2.2 The Contractor shall ensure that notifications of policy updates as described in **paragraph 1.2 (Authority Policies)** or other methods from the Authority are adhered to.

3. **The National Security Framework**

The Contractor shall adhere to the National Security Framework and the associated policies including all PSIs, PSOs and PFs. Information and changes to the National Security Framework policies shall be issued under separate cover due to additional security restrictions.

4. **MoJ Privacy Marking Handling Policy**

- 4.1 The Contractor shall adhere to the Information Security Policy Framework and the Government Functional Standard GovS007: Security and other Government policies and standards relating to ICT security including those described in **Schedule 2 (Digital)**.
- 4.2 The Contractor shall adhere to the principles as detailed in the Information Security Policy Framework and the Government Functional Standard GovS007: Security in relation to the handling, storing and retention of all information.