

Mark White

17/06/2009

Dear Mr White

I am writing in response to your request for a copy of the Protocols for Handling Personal Data Securely.

A copy of the information is enclosed in the format you requested.

The protocols for handling personal data securely are available to all staff via our internal website. Therefore, you will find that some links within the pdf document will not work, as they relate to information held on our internal website, to which you do not have access. If you would like any of the linked documents, please let us know and we will provide copies.

If you have any queries about this letter, please contact me. Please remember to quote any reference number given above in any future communications.

If you are not satisfied with my handling of your request please tell me why within two calendar months of the date of this letter. I will then arrange for someone to conduct an internal review of your request and the handling of it. The review will be conducted by another officer, usually of a more senior grade to me. This person will have taken no part in the original handling of your request. You will be advised of the reviewing officer's decision in writing.

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner to look into the way your request has been handled. Please note that generally the Commissioner cannot make a decision unless you have first exhausted DWP's own complaints procedure. The Commissioner can be contacted at:

FoI Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire



SK9 5AF

Fax: 01625 524 510

Email: xxxx@xxx.xxx.xx

Yours sincerely

DWP Central FoI Team

