



HM TREASURY

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Information Rights Unit

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Ref: 10/144

Re: Freedom of Information Act 2000: COINS Training Materials

We wrote to you on 16 March notifying you that we needed to take additional time to determine the balance of public interest as between disclosure and maintaining the exemption. We have now concluded and we are including a substantive disclosure with this letter, which I hope will be helpful to you.

2. Our original letter cited section 43(2) – general commercial interests; however what we are really talking about is screen shots of the application and similar material that carries intellectual property rights and we should probably have cited section 43(1) – trade secrets. These exemptions are allied and similar public interest considerations apply. Despite the public interest in disclosure of this material, having consulted the supplier, we concluded that to disclose would risk legal action against the Treasury, and this would be against the public interest overall. The material is redacted accordingly for such material. We have also redacted personal data on a similar basis to previous disclosures; this is under section 40, which provides an absolute exemption.

3. I should point out that not all staff new to Treasury are provided with COINS training or guidance, nor is there a COINS specific course dedicated to Treasury staff; as a result there are no COINS related training materials that are provided to all new Treasury staff. A specific COINS training course is run, but it is open to users in all departments, including those in Treasury. It provides information on using the basic functions of COINS in two of the three main areas of the system. Guidance material is issued to those attending this course; the attached PDF file provides the material relating to it.

4. I should point out that the material is designed to be used within a training or other environment with the reader having access to COINS on-line; the guidance is also subject to revision. Please have regard to the terms in the Copyright notice at the end of this letter.

5. If you have any queries about this letter, please contact me. It will be helpful to us if you remember to quote the reference number above in any future communications.

Paul Morran
Information Rights Unit

Enclosures: COINS Training booklet (1 file)



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If you are not happy with this reply, you may request a review by writing to HM Treasury, Information Rights Unit, 2/S2, 1 Horse Guards Road, London SW1A 2HQ.

Email FOI.responses@hmtreasury.gsi.gov.uk

Any review request must be made within 2 months of the date of this letter.

It would assist our review if you set out which aspects of the reply concern you and why you are dissatisfied.

If you are not content with the outcome your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Treasury. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

