

Tŷ Penallta,  
Parc Tredomen,  
Ystrad Mynach,  
Hengoed CF82 7PG

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG



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**Acting Head of  
Information,  
Communications and  
Technology Services  
Paul Lewis**

**Pennaeth  
Gwasanethau  
Gwybodaeth,  
Cyfathrebu Dros Dro  
Paul Lewis**

Andrew Jennings  
whatdotheyknow.com  
request-457136-0bae2144@whatdot

Your Ref/Eich Cyf:

Our Ref/Ein Cyf:

Contact/Cydylltwch a:

Telephone/Ffon:

E Mail/E Bost:

Date/Dyddiad:

CIGU/18/0047

Information Governance Unit

01443 863086

foi@caerphilly.gov.uk

15 Jan 2018

Dear Andrew Jennings,

**INFORMATION REQUEST - Received: 15 Jan 2018**

Thank you for your request for information. We acknowledge receipt of your request, and we will respond to your request separately.

Most information requests are dealt with under the Freedom of Information Act 2000. However environmental information is considered for disclosure under the Environmental Information Regulations 2004. If the information you have requested is personal information about yourself, we must consider disclosure under the Data Protection Act 1998. If this is the case we will provide you with a subject access request form for completion and notify you of relevant timescales and fees.

We will transfer the request to the correct legislation automatically, as required by the Freedom of Information Act. For further information on how we will deal with your request, please see the table below.

If you have any queries or concerns then please contact us.

Yours sincerely,

**CORPORATE INFORMATION GOVERNANCE UNIT**

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat





**We will consider the following points in dealing with your request for information:**

### **Timescales for responding to you**

We will consider your request and you should receive the information within the statutory timescale of 20 working days, unless the information is not held or is exempt from disclosure. Both the Freedom of Information Act and the Environmental Information Regulations allow this timescale to be extended in certain circumstances. If your request is affected by a timescale extension we will explain this to you.

### **Third party information**

If the information you request contains reference to a third party they may be consulted prior to a decision being taken on whether we disclose the information to you.

### **Format of Information Provided**

We will try to respond in the format that you have requested. If this is not possible we will let you know. If you require alternative formats, e.g. language, audio, braille, large print, etc. then please let us know.

### **Exemptions**

The Freedom of Information Act and the Environmental Information Regulations 2004 define a number of exemptions, which may prevent release of the information you have requested. Before we provide the information we will consider whether it is proper to release it. If any of the exemption categories do apply then the information will not be released. We will tell you if this is the case, and you will have a right of appeal.

### **Fees**

You may have to pay a fee for this information under the Freedom of Information and Data Protection (Appropriate Limits and Fees Regulations) 2004. We will consider this and let you know. If so you will have to pay the fee before we process and release the information. The 20 working day time limit for responding will not resume until we receive your payment.

### **You have the right to appeal against our decisions**

If you wish to appeal please set out in writing your grounds of appeal and send to:

Information Governance Unit  
Caerphilly county borough council,  
Penallta House  
Tredomen Park  
Hengoed. CF82 7PG

Appeals will be determined by an appropriate senior officer.

If you are unhappy with that decision you have the right to appeal to:

Information Commissioner's Office – Wales  
2nd Floor  
Churchill House  
Churchill Way  
Cardiff CF10 2HH

Tel: 029 2067 8400  
Email: [wales@ico.gsi.gov.uk](mailto:wales@ico.gsi.gov.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)