



James Couldwell

By Email

Our ref: 2020/592 Date: 24/2/20

Dear James,

## **Request for Information: Acknowledgement**

Thank you for your request for information, which we received on 20/2/10. We are dealing with your request under the Freedom of Information Act 2000.

As required by the legislation, we aim to answer your request within 20 working days from the date we received it. If for any reason we are unable to meet this deadline we will keep you fully informed of the reasons for this.

## **Handling your information**

Our Personal information charter explains how we treat your personal information.

If you have any queries about this letter please contact me.

Yours sincerely

Sarah Carter

Knowledge & Information Manager Corporate Division

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