

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

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



Cyfarwyddwr Corfforaethol - Addysg a Gwasanaethau Corfforaethol
Corporate Director - Education and Corporate Services

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**Pennaeth
Gwasanaethau
Cwsmer a Digidol
Elizabeth Lucas**

**Head of Customer
and Digital Services
Elizabeth Lucas**

Aimee West
whatdotheyknow.com
request-567333-2b7c537d@whatdot

Your Ref/Eich Cyf:
Our Ref/Ein Cyf: CIGU/19/0583
Contact/Cydylltwch a: Corporate IG Unit
Telephone/Ffon: 01443 863086
E Mail/E Bost: foi@caerphilly.gov.uk
Date/Dyddiad: 11 Apr 2019

Dear Aimee West,

INFORMATION REQUEST - Received: 10 Apr 2019

Thank you for your request for information. We acknowledge receipt of your request and we will provide a 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

We will consider the following points in dealing with your request

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:

Corporate 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
Website: www.ico.org.uk

How we will use your information

Caerphilly County Borough Council will process your request, the information relevant to your request, your identity and contact details for the purposes of providing you with a response. A copy of your request and the response will be kept for 3 years. Some requests and responses may be kept longer but this will be in an anonymised form.

Your request including your identity and contact details will be distributed to relevant service areas and elected members who may either hold information relevant to your request or are involved in the processing of requests. Other organisations and individuals who may be affected by your request may be consulted prior to a decision being made. If you have made a complaint to the Information Commissioners Office (ICO) or others in relation to the processing of your request, copies of your request, response and any additional correspondence between you and Caerphilly County Borough Council relevant to your request may be shared with them.

You have a number of rights in relation to your information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information.

For further information on how we process your information and your rights please click the following link:

www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/FOI-privacy-notice.aspx