



22 November 2019

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Oxpens Road, Oxford,  
OX1 1SA  
0800 612 6008  
activatelearning.ac.uk

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Reference: FOI0118

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**Group members**

Colleges

- Banbury and Bicester College
- Bracknell and Wokingham College
- City of Oxford College
- Farnham Sixth Form College
- Guildford College
- Merrist Wood College
- Reading College
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- Theale Green School
- UTC Heathrow
- UTC Oxfordshire
- UTC Reading
- UTC Swindon

Training

- Activate Apprenticeships
  - Activate Business School
- 

Dear Ms Evans,

**FOI0118 – Request for Information under the Freedom of Information Act 2000 (“FOIA”).**

Thank you for your request for information about data protection. Your request was received on 21 November 2019 and I am dealing with it under the terms of the Freedom of Information Act 2000.

In some circumstances a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

You will receive the information requested within 20 working days unless Activate Learning does not hold the information or there is a reason for it to be withheld. I will write to you in any event.

Once you have received your response, if you are not satisfied you can appeal in writing to;

Clerk to the Corporation  
Activate Learning  
Oxpens Road  
Oxford  
OX1 1SA

If you have any requirements regarding the format any information should be supplied in, e.g. the language to be used, audio, large print and so on, then please let me know. Please do not hesitate to contact me should you have any queries or concerns quoting the reference number above in all communications.

Further information about your rights is also available from the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



Telephone: 08456 30 60 60 or 01625 54 57 45

[www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

Nathan Lagden  
Compliance Officer