

Bank of England

Jacob Paul
via email to:
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Information Access Team
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20 March 2023

**Please quote ref. CAS-58550-W9Y4Y9
on all correspondence**

Dear Jacob Paul

Thank you for your email dated 2 March to the Bank of England (the Bank), which includes the Prudential Regulation Authority, in which you ask for access under the Freedom of Information Act 2000 (Fol Act) to:

'1. Does your authority have a team responsible for responding solely to information requests made under FOIA and another responsible for responding solely to DPA requests or are all information requests dealt with collectively by a single team?

2. Please provide an overview of the structure of your Access to Information department including Job Titles and Pay Grades, for example:

2 x Access to Information Managers (Pay Grade 3)

10 x Access to Information Officers (Pay Grade 4)

2 x Administrative Assistants (Pay Grade 5)

3. Please provide Job Descriptions and Salary for all posts included in your answer to Q.2.'

I can confirm that the Bank has a dedicated team responsible for handling Fol Act requests and subject access requests under data protection legislation made to the Bank.

The Information Access Team consists of:

- one Head of Information Access (Scale E)
- one Deputy Head of Information Access (Scale F)
- three Information Access Officers (Scale G)
- one Assistant Information Access Officer (Scale H)

Given the small number of individuals in the team, we are unable to confirm individual salaries. Such information is exempt from disclosure under section 40(2) (personal

information) of the FoI Act on the grounds that the information constitutes personal data and its disclosure would contravene one or more of the principles in data protection legislation. In particular, we have considered the reasonable expectations of the individuals that may potentially be identified if this low number were disclosed.

However, you may be interested to see the salary ranges for each scale as published on our website at https://www.bankofengland.co.uk/-/media/boe/files/about/human-resources/salary_scales.pdf

Turning to the final part of your request, the job descriptions of the roles described above are in the appendix.

Yours sincerely



Wendy Galvin
Information Access Team

Your right to complain under the FoI Act

If you are unhappy with the Bank's response, you may ask for that decision to be reviewed internally. Please note that this will be subject to the Bank having received your submission within two months of the date of this response. In order to submit an internal review, please set out the grounds for your appeal and send it to the Information Access Team (TS-Mz), Communications Directorate, Bank of England, Threadneedle Street, London, EC2R 8AH or by email to enquiries@bankofengland.co.uk for the attention of the Information Access Team.

If you are unhappy with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Privacy notice

When you contact us, the Bank collects information about you. This includes your name, contact details and anything you choose to disclose in your correspondence.

We collect your personal data to assess your request and prepare our response to you. Our basis to process this data is that it is necessary for us to satisfy a legal obligation.

We will keep your personal data for 10 years. You can request that we no longer use your personal data, by contacting us via the website link below.

You have a number of rights under data protection laws, for example you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a 'Subject Access Request'. You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted. To find out more about those rights, to make a complaint, or to contact our Data Protection Officer, please see our website at www.bankofengland.co.uk/privacy

Appendix – Job Descriptions – Information Access Team (IAT)

Head of Information Access

- Oversight of all responses to Fol requests, subject access requests (SARs) and other related casework by IAT
- Chairing the weekly Fol Policy Team meeting
- Providing Fol and SAR advice to Bank staff
- Liaising with external counterparties
- Involvement in Bank-wide initiatives and projects
- Bank-wide education and awareness on Fol
- Management of the Information Access Team

Deputy Head of Information Access

- Deputising for the Head of Information Access during any absences
- Oversight of responses to Fol requests, subject access requests and other related casework by IAT
- Chairing the weekly Fol Policy Team meeting
- Providing Fol and SAR advice to Bank staff
- Dealing with the more complex Fol and SAR casework

Information Access Officer

- Handling Fol requests, SARs and other related casework on behalf of the Bank
- Providing Fol and SAR advice to Bank staff

Assistant Information Access Officer

- Handling the more routine Fol requests and SARs on behalf of the Bank
- Administration of IAT casework including logging, sending acknowledgements and record keeping
- Supporting IAT
- Preparing statistical reports and other management information
- Maintaining the Bank's Fol Disclosure Log