

Frank Zola

06.07.2015

Fol ref No:2366

Dear Mr Zola,

Thank you for your Freedom of Information request received on 11.06.2015.

You asked:-

"Please disclose a copy of the following:

intralink/operational-guidance/index.asp (index page only requested)

Subject Access Request Guide (SARG)

intralink/1/corp/sites/infodir/kimd/dataprotection/dp/sars/DWP_D028720.asp#TopOfPage

Legal Gateways intralink/1/corp/sites/infodir/kimd/dataprotection/disclosure-matching-sharing/datasharing/DWP_D028684.asp#TopOfPage

Vulnerable Persons. intralink/1/corp/sites/infodir/kimd/dataprotection/disclosure-matching-sharing/disclosure/DWP_T335607.asp#TopOfPage

intralink/1/corp/sites/infodir/kimd/dataprotection/disclosure-matching-sharing/datasharing/index.asp (index page only requested) "

Please find attached a copy of the internal guidance which is available to all the Department's staff. It is designed to be intranet based so the embedded web links will not work.

If you have any queries about this letter please contact me quoting the reference number above.

Yours

DWP Data Sharing and Data Protection Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dpw.gsi.gov.uk or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
Website: <https://ico.org.uk/Global/contact-us> Telephone: 0303 123 1113 or 01625 545745