

# YourIG

**Bringing Information Governance solutions to you.**



## Freedom of Information – Template Response Letter

Information Governance (IG) Services.

Dear Gaz Jack,

Freedom of Information Act 2000 - Information Request

Your request for information received on 20/05/2022 has now been considered.

Your request and our response.

(1) Who is your print and copier supplier:

Sharp

(2) How many devices do the organisation use

2

(3) Do you have print software and if so which one

Unknown

(4) When is your print copier contract expiring.

April 2024

(5) Who at the organisation manages your print contract

Business Manager

If you have any queries or concerns then please contact me.

If you are unhappy with the service you have received in relation to your request and wish to make a comment or complaint, or request a review of the decision, you should write to the Chair of Governors: Jane Price

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless

you have exhausted the complaints procedure provided by St Margaret's at Habury Primary School, The Information Commissioner may be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Yours sincerely

Miss R Jones  
Office Manager