

To: F Dante  
request-234132-84498936@whatdotheyknow.com

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk)

Our Ref: FOI 4572

22 October 2014

Dear F Dante,

Thank you for your Freedom of Information request which we received on 13 October 2014.

You asked:

*'I am writing to request information under the Freedom of Information Act 2000. I am outlining my query as specifically as possible.'*

*If a WCA is terminated by either the claimant, the examining HCP or a member of MEC staff, what happens to the data from the assessment that has already been entered into LiMA (or collected clerically)? Under these circumstances, what information must the MEC return to the DWP? The contract between Atos and the DWP clearly states that 'Upon completion of all the necessary actions, the CONTRACTOR shall return all documentation received from or gathered on behalf of the AUTHORITY.' Does this include data collected in a WCA that is terminated? Should such data be appended to the claimant's record?'*

An assessment may be terminated without completion for a number of reasons.

Please see the attached Medical Centre Administrator Process Guide v2.

Paragraph 7 details reasons for termination of an assessment and the action to be taken by staff at the Assessment Centre.

All relevant information will be held on the case file.

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

Yours sincerely

Correspondence Team

Health Services Directorate

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**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@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter. Please remember to quote the reference number above in any future communications.

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  
[www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745