



HM Treasury

Information Rights Unit
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ

P.Gardiner

request-202057-7f6550eb@whatdotheyknow.com

T 020 7270 5000
E FOI.responses@hmtreasury.gsi.gov.uk
W www.gov.uk/hm-treasury

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Ref: 14/0232

Freedom of Information Act 2000: Guidance

Thank you for your Freedom of Information enquiry of 13th March 2014, which we received on 14th March.

You asked for information covering –

- *your department's guidance to processing freedom of information requests – ideally this would cover the end to end process from receipt to closure, but please provide whatever you hold.*
- *Please note that I am not looking for any ICO or MoJ guidance which may be available publically, I am specifically interested in Treasury produced internal guidance including policy, process and procedures.*

I can confirm that HM Treasury does hold some information in scope of your request. Our internal guidance for handling FOI requests is published on our intranet. A pdf of this guidance is enclosed together with our handling note and letter template which is referred to in the guidance.

If you have any queries about this letter, please contact me. Please quote the reference number above in any future communications.

Information Rights Unit

Your right to complain under the Freedom of Information Act 2000

If you are not happy with this reply, you may request a review by writing to HM Treasury, Information Rights Unit, 2/Blue, 1 Horse Guards Road, London SW1A 2HQ or by emailing us at the address below. Any review request must be made within 2 months of the date of this letter.

Email FOI.responses@hmtreasury.gsi.gov.uk

It would assist our review if you set out which aspects of the reply concern you and why you are dissatisfied.

If you are not content with the outcome of the review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner will not make a decision unless you have exhausted the complaints procedure provided by HM Treasury.

The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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