



Foreign &
Commonwealth
Office

Central FOI Unit
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

Jenna Corderoy

request-647080-4eb312c0@whatdotheyknow.com

12th March 2020

Dear Jenna Corderoy

FREEDOM OF INFORMATION ACT 2000 - REQUEST REF: FOI2020/01149

Thank you for your email of 17th February asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

This is a request for information under the Freedom of Information Act.

My request relates to how the Department processes FOI requests, as well as the training it receives when handling FOI requests.

I would like to request the following information:

(1) Please provide all guidelines and related documents that are used when processing FOI requests. I expect this to include all guidelines and related documents that are used when refusing requests, as well as documents relating to updates on FOI case law.

(2) Please provide all FOI training materials that the Department holds. I expect this to include guidelines, briefings, and such documents, including presentation slides.

Please also provide the following information:

(3) Please indicate how frequently the Department trains its staff in relation to FOI. Please indicate who provides the FOI training, and please indicate when they held training sessions (in the past three calendar years). Please also provide copies of their training materials.

(4) If the FOI training is outsourced, please indicate who provides the FOI training, and please indicate when they held training sessions (in the past three calendar years). Please

also provide copies of their training materials.

I would like to receive this information in an electronic format. If you feel that a substantive response to this request is not possible within a reasonable time frame, I would be grateful if you could contact me and provide assistance as to how I can refine the request. If you need any clarification, please contact me. I look forward to receiving a response in 20 working days. Many thanks.

I can confirm that the FCO does hold information relevant to your request.

Section 12 of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. For central government the appropriate limit is set at £600. This represents the estimated cost of one or more persons spending 3 ½ working days in determining whether the Department holds the information, and locating, retrieving and extracting it. Your request as presently formulated is widely-framed and I estimate that it will take more than 3 ½ working days to locate, retrieve and extract this information. In these circumstances we are not obliged under the Act to comply with your request. You may therefore wish to refine your request to narrow its scope to bring it within the appropriate limit. We suggest that you confirm a timeframe for part 2 of your request and that you confirm a location for the departmental training e.g London or a particular post as well as clarifying whether you are interested in internal or external training.

Please note that any new request will be given a separate reference number and we will then consider whether we can provide the information requested within the appropriate cost limit. This would of course be subject to the consideration of whether any of the other exemptions under the FOI Act apply.

If you would like to request a review of our decision, or if you wish to make a complaint, please write to the Central FOI Unit at Room WH2.177, King Charles Street, London SW1A 2AH, or by e-mail to foi-dpa.pmcs@fco.gov.uk. Please note that you have 40 working days from the date of this letter in which to submit a request for an internal review.

You can apply directly to the Information Commissioner. However, the Information Commissioner will not normally make a decision unless you have first exhausted the complaints procedure provided by the FCO. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Central FOI Unit



For information about how the FCO handles personal information please see our [Personal Information Charter](#)