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Jenna Corderoy  
By email: [request-647069-2c20868e@whatdotheyknow.com](mailto:request-647069-2c20868e@whatdotheyknow.com)

Our ref: FOI2020/06084  
20 March 2020

Dear Jenna Corderoy,

### **REQUEST FOR INFORMATION: FOI Guidance and Training**

Thank you for your request for information of 10 March 2020 about FOI guidance and training. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Your information request and our response are set out below.

*I would like to request formal FOI guidance and training material produced centrally by the main DEFRA FOI team. As for a timeframe, I would like to request these materials from 1st March 2019 to the current day. I would like to drop parts three and four of the request.*

Please see attached at Annex C and D for formal guidance and training produced centrally by the Information Rights Team in Defra from 1 March 2019 to 10 March 2020 (date of your request)

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on [GOV.UK](http://GOV.UK), together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

We attach Annex A, explaining the copyright that applies to the information being released to you, and Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact me.

Yours sincerely

**D Lynch**  
**Information Rights Team**  
[InformationRequests@defra.gov.uk](mailto:InformationRequests@defra.gov.uk)



## **Annex A**

### **Copyright**

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## **Annex B**

### **Complaints**

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Andrew Mobsby, Head of Information Rights, Area 5B, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [InformationRequests@defra.gov.uk](mailto:InformationRequests@defra.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted Defra's own complaints procedure. The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF