

Ermine Amies
Whatdotheyknow.com
request-725149-ce40ad80@whatdotheyknow.com

Our Ref: UKSBS-FOI2021-016

31 March 2021

Dear Ermine,

Thank you for your Freedom of Information request dated 14 March 2021 concerning:

To make it possible for you to comply without incurring excessive costs, I suggest you provide a list of the custodians (by job title; I do not need to know names) you believe to have been the recipients of communications requested.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that UKSBS holds the information you have requested.

This information has been exempted under Data Protection Act 2018 as it falls within the scope of personal data

If you are dissatisfied with the above response you have a right to request a review of your Freedom of Information request. Details of the complaints and review procedure are appended to this letter.

Yours sincerely,

UKSBS Freedom of Information Team

Freedom of Information Complaints & Review Procedure

Any person who has requested information from UK Shared Business Services Ltd (UK SBS), which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review of their request for information if they are dissatisfied with the response they receive.

Requests for review of Freedom of Information requests must be made in writing to:

Data Protection Officer
UK SBS Ltd
Polaris House
North Star Avenue
Swindon
Wiltshire
SN2 1FF

Email FOI@uksbs.co.uk

Please include the reference number, date of your request and details of why the review is being requested. Requests for review should be brought to the attention of the Data Protection Officer within 42 calendar days (6 weeks) of the response to the original FoI request.

Any request for review will be acknowledged in writing confirming the reasons for the review. The review will be conducted by the Data Protection Officer, who is senior to and independent of the original decision maker. The Data Protection Officer will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Data Protection Officer will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the requestor.

On completion of the review the Data Protection Officer will reply to the requestor with the result of the review. If the requestor is still dissatisfied following the review they should contact the Information Commissioner to appeal the decision. The Information Commissioner can be contacted using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate)
01625 545 745 (national rate)
Email: casework@ico.org.uk