



Ministry of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: FOI2018/16215

Mr Robert Taylor,
Email: request-540616-93113bec@whatdotheyknow.com

17 January 2019

Dear Mr Taylor

Thank you for your email of 21 December 2018, in which you request the following:

“I am looking for information regarding my father in laws service record...”

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000.

Under section 40(5)(a) the MOD neither confirms nor denies whether it holds any information in scope of your request. This is because the department has a duty to protect individuals' personal data. Section 40 is an absolute exemption and not subject to a public interest test.

Under section 16 of the Act (Advice and Assistance), I can advise you that individuals seeking their own personal data are advised to make a Subject Access Request (SAR) under the DPA 98 instead.

Please see below a link to the GOV.UK website directing you to information about personal data requests, which includes a copy of the form you will be required to complete.

<https://www.gov.uk/guidance/obtain-information-about-yourself-held-by-mod>

To make a SAR on behalf of someone else, you will be required to provide written authorisation from the individual whose information you wish to access. If written authorisation is not possible, you may wish to apply on the individual's behalf through the power of attorney. Any personal information/identification you wish to supply should not be submitted via this public website. Please send your application to the address below:

RAF Disclosures Room 14
Trenchard Hall
RAF Cranwell
Sleaford
Lincolnshire NG34 8HB

I can also advise that to obtain the records of deceased service personnel, you can do so via the MOD Publication Scheme at a cost of £30 per application. For full information on the scheme, with access to the next of kin forms you are required to fill out, please see the GOV.UK website link below:

<https://www.gov.uk/guidance/request-records-of-deceased-service-personnel>

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

[original signed]

Air Command Secretariat