



**Customer Service Improvement Directorate**  
Freedom of Information Policy Team  
Lunar House  
40 Wellesley Road  
Croydon, CR9 2BY  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Helen Murphy  
By Email: [request-123598-0b77f229@whatdotheyknow.com](mailto:request-123598-0b77f229@whatdotheyknow.com)

Date: 8 August 2012

Ref: FOI 23649

Dear Helen Murphy

Thank you for your e-mail of 30 July 2012 in which you have requested a list of all mandatory fields on the UK Border Agency's Case Information Database (CID).

You have specifically asked for the following information:

- 1. I would like to request a list please of all "mandatory fields" on the UK Border Agency's Case Information Database (CID).**
- 2. I would also like to request a list of all other fields, if any, in CID.**

This request falls to be dealt with under the Freedom of Information Act 2000.

I have responded to each of questions in turn:

### **Question 1**

All data held on the Caseworker Information Database will fall within a minimum data set. The Caseworker Information Database contains:

- Name
- Date of birth
- Nationality
- Arrival details
- Temporary admission address
- Detention details
- Refusal reasons

- Diary actions
- Notes
- Removal details
- Photograph

## **Question 2.**

Under section 12 of the Act, the Home Office is not obliged to comply with an information request where to do so would exceed the cost limit.

The £600 limit is based on work being carried out at a rate of £25 per hour, which equates to 24 hours of work per request. The cost of locating, retrieving and extracting information and preparing the response can be included in the costs for these purposes. The costs do not include considering whether any information is exempt from disclosure, overheads such as heating or lighting, or items such as photocopying or postage.

Currently there are over 75 screens on the Caseworker Information Database (CID). The cost of locating, retrieving and extracting the information, and then providing a subsequent definition/explanation of each heading would exceed the cost limit of £600 specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

If you were to refine your request it would still not be possible to provide a list of all other fields. Some information on some screens within CID is mandatory but the same information on another screen may not be mandatory so it will be very time consuming to go through each screen and provide you with a list of all screens.

Please note that if you simply break your request down into a series of similar smaller requests, we might still decline to answer it if the total cost exceeds £600.

I hope you find this information useful and I would like to assure that I have provided all the information that the Home Office holds in relation to your request.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference 23649.. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team  
Home Office  
Ground Floor, Seacole Building  
2 Marsham Street  
London SW1P 4DF  
E-mail: [FOIRequests@homeoffice.gsi.gov.uk](mailto:FOIRequests@homeoffice.gsi.gov.uk)

As part of any internal review the Department's handling of your information request would be reassessed by staff who were not involved in providing you with this response. If you remained dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

Mrs Isra Hussain  
Freedom of Information Team  
UIKBA

