

From: Paul Daly



Ministry
of Defence

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Assistant Head Information Rights team

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Ref: FOI2019/01713

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Simon

[request-551425-
d33a902a@whatdotheyknow.com](mailto:d33a902a@whatdotheyknow.com)

12th February 2019

Dear Simon,

Thank you for your email dated 8th February 2019 requesting information on 'Marconi 8920C manual AESP 6625-K-112-201'.

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

Guidance from the Information Commissioner's Office (ICO) states that a valid request "must be in writing; include the requester's name and an address for correspondence; and, describes the information requested". Your requests are considered invalid under section 8(1)(b) of the FOIA as you have not provided your full name (i.e. any variation of your title or first name combined with your surname).

It should be noted, if an invalid request is processed by a Public Authority, the requester would have no recourse to the ICO as their powers only extend to valid requests under section 8 of the Act.

If you provide your full name we will be happy to take your request forward. More information on how to submit a valid request can be found at the link below: -

<https://ico.org.uk/media/for-organisations/documents/1164/recognising-a-request-made-under-the-foia.pdf>

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request 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.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly 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 review 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,

Paul Daly
Assistant Head Information Rights team

(Original signed)