

Graeme Amis

By email: request-511708-862d01a5@whatdotheyknow.com

12 November 2018

Dear Mr Amis

FOI18-2163

Thank you for your information request of 25 October. Your request has been considered under the Freedom of Information 2000 ("the FOI Act").

In your correspondence you requested the following information:

"Please can you confirm how long the FOI department's records go back, and provide any documents referring to record keeping or training for the FOI department".

I can confirm that HS2 Ltd holds some of the information that you have requested.

Please note that HS2 does not have a FOI Department. We have a team, who as well as responding to FOI requests, also provide briefings and correspondence for senior staff.

This team's FOI records go back to January 2014.

With regard to documents referring to record keeping we hold no information in respect of this part of your request.

One member of the team has attended the four day Practitioner Certificate in Freedom of Information course. On completion this course is a recognised and practical qualification for those that work in the field of Freedom of Information.

If you are unhappy with the way we have handled your request or with the decisions made in relation to your request, you may complain in writing to HS2 Ltd at the address below. Please also see attached details of HS2 Ltd's complaints procedure and your right to complain to the Information Commissioner.

Please remember to quote reference number **FOI18-2163** in any future communication relating to this request.

Yours sincerely

Alistair Hobbs

Briefings, Correspondence and FOI Adviser

High Speed Two (HS2) Limited

Your right to complain to HS2 Ltd and the Information Commissioner

You have the right to complain to HS2 Ltd within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

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