



Information Governance

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22 February 2013

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Dear Ms Lorimer

Re: FREEDOM OF INFORMATION REQUEST NO: 32161

Thank you for your request for information under the Freedom of Information Act 2000 dated 21 February 2013. Please accept this letter as our formal acknowledgement of that request.

Unless you are otherwise informed, your request will be processed within a maximum of twenty (20) working days following the date of its receipt.

At this moment, we are unaware of any fees, charges or exemptions likely to be applied to your request. However, if during the course of processing your application it becomes clear that fees will apply, we will inform you of this by recorded and signed delivery. In the event that costs are applicable, no information will be provided unless the costs are paid within three months of notification by us. In the event that some or all of the information you have requested is exempt from disclosure, we will inform you of this.

We will also contact you if, during the process to locate and supply the information, it transpires that we do not have sufficient detail to locate the information or we are unclear of your exact requirements.

We will keep you up-to-date with any other developments.

Yours sincerely



Information Governance Office