

Department for Work and Pensions (DWP)
Central Freedom of Information Team

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX@xxx.xxx.gov.uk

Our reference: VTR 3609 and 3613

Date: 25 September 2015

Dear Mr Mark,

Thank you for your Freedom of Information requests, one of which is a duplicate both received on 27 August 2015 at different times. You asked *"Please can you provide a list of all acceptable instances where the decision not to impose a civil penalty would be valid for failing to notify of a change in circumstance"*.

On this occasion the department will not be processing your response further. This is because your request does not comply with Section 8(1)(b) of the FOI Act. This means that to comply with your request the department requires that you give your real name. The Information Commissioner (ICO) has issued guidance for public authorities on this topic. The ICO considers that "the name of the applicant refers to the real name of the applicant. You can see the guidance issued by the ICO here:

http://ico.org.uk/for_organisations/guidance_index/~media/documents/library/Freedom_of_Information/Research_and_reports/recognising-a-request-made-under-the-foia.pdf

If you would like to submit your request again using a name that satisfies the above requirement DWP will be pleased to consider it.

If you have any queries about this letter please contact us quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwf.gsi.gov.uk or by writing to: DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
www.ico.org.uk/Global/contact_us or telephone 0303 123 1113 or 01625 545745