

30 March 2023

## ICO Case Reference IC-221473-G9T0

### Request for information

Request received 15 March 2023:

*"1. Does your authority have a team responsible for responding solely to information requests made under FOIA and another responsible for responding solely to DPA requests or are all information requests dealt with collectively by a single team?"*

*2. Please provide an overview of the structure of your Access to Information department including Job Titles and Pay Grades, for example:*

*2 x Access to Information Managers (Pay Grade 3)*

*10 x Access to Information Officers (Pay Grade 4)*

*2 x Administrative Assistants (Pay Grade 5)*

*3. Please provide Job Descriptions and Salary for all posts included in your answer to Q.2."*

Your request has been handled under the Freedom of Information Act 2000 (the FOIA). As you are aware, this legislation provides public access to recorded information held by a public authority unless an appropriate exemption applies.

### Our response

We do hold information in scope of your request.

1. The ICO Information Access Team responds to information requests under FOIA, EIR and DPA. You can read more on the ICO website at [Request information from us | ICO](#).
2. Please see the attached Information Access Team Structure Chart.
3. Please see the attached job descriptions. From 1 July 2022 the pay rates are as follows:

<b>July 22</b>	<b>CB0</b>	<b>CB1</b>	<b>CB2</b>	<b>CB3</b>	<b>CB4</b>
Level B	21,810	22,337	23,074	23,813	24,550
Level C	23,946	25,145	26,836	28,526	30,217
Level D	29,895	31,732	33,865	35,996	38,130
Level E	38,818	41,202	43,969	46,734	49,502
Level F	50,664	53,776	57,392	61,007	64,622
Level G	63,223	67,779	72,337	76,892	81,448
Level G2	79,804	85,590	91,377	97,162	102,949
Level H	104,857	116,074	127,291	138,508	149,725

You can read more about ICO pay in our [Pay Policy](#).

This concludes our response to your request.

### **FOI review procedure**

If you are dissatisfied and wish to request a review of our decision or make a complaint about how your request has been handled you should write to the Information Access Team at the address below or e-mail [icoaccessinformation@ico.org.uk](mailto:icoaccessinformation@ico.org.uk).

Your request for internal review should be submitted to us within 40 working days of your receipt of this response. Any such request received after this time will be considered only at the discretion of the Commissioner.

If having exhausted the review process you are not content that your request or review has been dealt with correctly you have a further right of appeal to this office in our capacity as the statutory complaint handler under the legislation.

To make such an application, please write to our FOI Complaints and Compliance team at the address given, or visit our website at [Official information concern | ICO](#).

## Your information

Our [Privacy Notice](#) explains what we do with the personal data you provide to us and what your rights are. This notice includes entries regarding the specific purpose and legal basis for the ICO processing information that people such as [information requesters](#) have provided to us.

The length of time we keep information is laid out in our [retention and disposal policy](#).

Yours sincerely

Information Access Team  
Risk and Governance Department

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