

22 May 2023

ICO Case Reference IC-232748-M0B4

Request

On 16 May 2023 you requested the following information:

Please provide a copy of the Record of Processing Activities maintained by the ICO as a controller.

We have dealt with your request for information in accordance with the Freedom of Information Act (2000).

Response

We can confirm that we hold information within the scope of your request. Attached is a copy of our record of processing activities (ROPA), as at 16 May 2023. Please note this document is held as a working document and will be subject to regular and ongoing updates.

Our ROPA is unique to the ICO and controllers should follow our guidance when preparing their own, which is available here:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/accountability-and-governance/documentation/how-do-we-document-our-processing-activities/>

This concludes our response to your request.

Next Steps

Please come back to us in the first instance if you would like a clarification or a review of the way your request has been handled. If you remain dissatisfied you can then request a review of our decision under the FOIA or make a complaint about how your request has been handled by writing to the Information Access Team at the address below or email icoaccessinformation@ico.org.uk.

Your request for internal review should be submitted to us within 40 working days of receipt by you of this response. Any such request received after this time will only be considered 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 & Appeals Department at the address below or visit our website if you wish to make a complaint under the Freedom of Information Act.

A copy of our review procedure can be accessed from our website [here](#).

Your rights

Our [privacy notice](#) explains what we do with the personal data you provide to us and what your rights are, with a specific entry, for example, for [an information requester](#). Our retention policy can be found [here](#).

Yours sincerely,



Information Access Team
Risk and Governance Department, Corporate Strategy and
Planning Service
Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
ico.org.uk twitter.com/iconews
Please consider the environment before printing this email
**For information about what we do with personal
data see our [privacy notice](#)**