

15 August 2023

IC-249862-G8Y0

Request

You asked us:

Please could you provide the latest completed copy of:

1. the ICO's Information Management Policy
2. Roles and Responsibilities guidance as mentioned in the Retention and Disposal Policy
3. Record of Destruction template

We received your request on 7 August.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

Our response

We do hold information within the scope of your request.

1. This policy is available on our website on [this page](#).
2. I have attached a copy.
3. I have attached a copy.

The information you requested at point 1 is technically exempt under the FOIA as it is available to you by other means.

Next steps

You can ask us to review our response. Please let us know in writing if you want

us to carry out a review. Please do so within 40 working days.

You can read a copy of our full review procedure [here](#).

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint through our website](#).

Your information

Our [Privacy notice](#) explains what we do with the personal data you provide to us, and set out your rights. Our retention schedule can be found [here](#).

Yours sincerely



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