

22 August 2023

IC-247465-H5T2

Request

On 25 July 2023 you requested the following:

"a copy of the minutes / meeting notes from The Executive Team (ET) monthly meeting on Monday 17 July."

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

Response

We hold information that falls within scope of your request. However, we are withholding this information in full with reliance on section 22 of the FOIA.

Section 22 of the FOIA states that information is exempt from disclosure in response to an information request if: "(a) the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not), (b) the information was already held with a view to such publication at the time when the request for information was made, and (c) it is reasonable in all the circumstances that the information should be withheld from disclosure until the date referred to in paragraph (a).

The information you have requested is set to be published in the future. The Executive Team minutes are published on a regular basis on our website here:

<https://ico.org.uk/about-the-ico/our-information/minutes-and-papers/executive-team/>

The information that is currently not published on that page will be published in due course. We expect the minutes for July's meeting to be uploaded around the start of September. The exemption at section 22 is qualified by the public interest test, meaning that the information should be disclosed if the public

interest in the maintenance of the exemption does not outweigh the public interest in disclosure.

In this case the public interest factors in disclosing the information are:

- Encouraging transparency and openness amongst the ICO's senior staff in how Executive Team meetings are conducted.

The factors in favour of withholding the information are:

- The ICO has a history of publishing this information on a regular basis and has committed to publishing each month's Executive Team minutes
- Earlier disclosure is not necessary to satisfy any pressing public interest at the present time
- Controlling the release of this information ensures that all staff involved have been able to ensure the minutes are an accurate record of the meeting, and that any redactions can be applied should they be necessary.

Having considered the public interest arguments, we have decided to withhold this information in accordance with section 22 of FOIA.

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,



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