

6 October 2023

Case reference IC-257184-B0X4

Request

You asked us:

"Please provide information that you hold that is not already available on your website in regards to any internal guidance of sorts that Case Officers assigned to Data Protection complaints use in determining if the threshold for assessing whether a Council should have notified the ICO of a data breach was met or not."

We received your request on *12 September 2023*.

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

Our response

We do not hold any information in scope of your request.

There is no further documented guidance used by our complaints teams for assisting with casework which has not already been published on our website.

As a reminder, you can access some of our internal materials on our website (eg UK GDPR training videos), or in our previous FOI responses held on our Disclosure Log:

<https://icosearch.ico.org.uk/s/search.html?collection=ico-meta&profile=disclosurelog&&query=>

For example, this previous FOI response provides relevant materials used by our case officers:

<https://ico.org.uk/about-the-ico/our-information/disclosure-log/ic-236327-c7q7/>

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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