

13 February 2024

IC-285298-V2C2

Request

You asked us:

"My request pertains to documents held to guide ICO staff so that they act accordingly when copies of content from the Information Commissioner's diary is requested by those in UK Government who are responsible for overseeing the ICO.

To provide further clarity, I am seeking the following information:

- 1. Documentation that details the roles and responsibilities of ICO staff members involved in managing and granting access to copies of content from the Information Commissioner's diary.*
- 2. Training or orientation materials provided to ICO staff, particularly new employees, regarding the protocols for providing copies of the content of the diary to UK government officials upon request.*

Additionally, in line with Section 16 of the Freedom of Information Act, I am interested in understanding whether requests for copies of content from the Information Commissioner's diary are evaluated individually. Specifically, I am keen to know how this process applies to requests from departments within UK government who are responsible for overseeing the ICO."

We received this request on 1 February 2024.

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

Our response

We hold no information within the scope of this request. We do not have any particular process or policy for dealing with requests from government officials for copies of content from the Commissioner's diary, and no ICO staff have any specific responsibilities for this or receive any kind of specific training or guidance on this. This is not something that we have any business need to implement.

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](#) on our website.

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 sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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