

6 March 2024

IC-285419-R1W9

## Request

In summary, you asked us:

*"1. Please could you provide me with the number of 'Letter A's issued/sent out in 2023*

*2. Please could you provide me with the number of 'Letter B's issued/sent out in 2023*

*3. Please could you provide me with the number of 'Letter C's issued/sent out in 2023*

*4. Please could you provide me with the number of 'Letter D's issued/sent out in 2023*

*5. Please could you provide me with the number of 'Letter E's issued/sent out in 2023*

*6. Please could you provide me with the number of 'pre-action section 54 letters issued/sent out in 2023*

*7. In cases where a PA can't comply for some valid reason, please provide number of Affidavit/Formal Certificates signed in 2023*

*8. In respect of Annex 1 to Practice Direction 81, how many times did a Solicitor on behalf of the ICO lodge the documents with the administrative court and pay the relevant fee?"*

Your request referred to the documents disclosed as a part of the request handled under [IC-165258-G5K9](#).

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

## **Our response**

We have searched our records based on the information you provided and can confirm that we hold some information within the scope of your request.

For clarity, we have interpreted 'Letter A' to mean the template on page 5 of the attachment, 'Letter B' to mean the template on page 6, 'Letter C' the template on page 7, 'Letter D' the template on page 8, and 'Letter E' the template on page 9.

Please be advised that the templates disclosed under [IC-165258-G5K9](#) are meant to advise Case Officers but may not be used by Case Officers. Some COs choose to draft new letters for every case they handle. Additionally, COs often call Public Authorities at this stage in a complaint process and so the template letters are not needed. This is to say that using or not using a template letter does not necessarily reflect the amount of work done on a case.

In response to questions 1-5 of your request, in 2023, there were 3 Letter A's sent, 6 Letter B's, 1 Letter C, 1 Letter D, and no Letter E's sent.

In response to question 6, 2 'pre-action' letters were sent in 2023.

No information is held within the scope of questions 7 and 8 of your request. That is, no affidavit/formal certificates were signed and there were no instances of a solicitor on behalf of the ICO lodging the documents with the administrative court and paying the relevant fee.

No information has been redacted or withheld from disclosure.

This concludes our response to your request.

## **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



Information Access Team  
Risk and Governance Department, Corporate Strategy and  
Planning Service  
Information Commissioner's Office, Wycliffe House, Water  
Lane, Wilmslow, Cheshire SK9 5AF  
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