

8 April 2024

Case Reference IC-293130-T7C7

Request

I am writing to you under the Freedom of Information Act 2000 to request information regarding the full departmental structure of the Information Commissioner's Office (ICO) in-house legal department, including the number of Full-Time Equivalent (FTE) posts at each grade.

Specifically, I am seeking details such as:

- 1. The hierarchical structure of the legal department, including all job titles and corresponding grades.*
- 2. The number of FTE posts at each grade within the legal department.*
- 3. Any organisational charts, if available, depicting the structure of the legal department.*
- 4. Any additional information pertinent to the composition and organisation of the legal department.*

If possible, I would prefer to receive the requested information electronically, in a format that is easily accessible and readable, such as PDF or Excel.

We received your request on 10 March 2024.

Your request has been handled under the Freedom of Information Act 2000 (the FOIA).

Our response

We do hold information within the scope of your request.

Please find below a table providing details of the job titles, grades and full time equivalent of staff in our legal department.

GRADE	JOB TITLE	FTE
C	Business support officer	4
	Legal Assistant	1
D	Assistant to Legal Director	1
	Paralegal	11.76
	Paralegal Manager	1
	Executive Assistant	1
F	Lawyer / Solicitor	23.66
	Legal Executive	1
	Seconded	1
	Private Secretary to General Counsel	1
G	Head of Legal Service	4.8
	Principal Lawyer / Solicitor	14.02
G2	Director ICO Head of Legal Service	0.4
	Director of Legal	1.8
	Director of Legal Service	3
	Director of Legal Service Litigation	0.86
H	General Counsel	1

Please also find attached a PDF document providing details of the organisational structure of the legal department. It may be helpful to explain that roles depicted in a yellow box indicate that the position is currently vacant.

This concludes our response to your information 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



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