

13 August 2024

IC-320916-C3D4

Request

*"I am seeking any information held on the decision by the ICO to change the terminology in the way it addresses Decision Notices.
By way of example: Decision Notices where the public authority is a university used to be issued to that university, e.g. the DN stated the public authority as the 'University of Exeter' or 'Queen Mary University of London'. These are, after all, the names of these public authorities. At some point this changed so that DNs now state the public authority on p.1 as the 'Governing Body of the University of Exeter' or the 'Council of Queen Mary University of London'."*

We received your request on 19 July 2024.

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

Our response

We do not hold information in scope of your request.

There has not been any documented change in the approach to the way public authorities are named in Decision Notices (DN).

Advice and assistance

In the example you have given, universities are covered by the FOIA by virtue of paragraph 53 of Schedule 1. This identifies the public authority to be the governing body of the institution.

DNs addressed to the governing body of the university are therefore using the correct terminology to identify the responsible body for handling requests as set out in the legislation.

DNs not addressed to the governing body do not use the correct terminology. This is due to an error rather than a change in approach.

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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