

4 September 2024

IC-327286-F6D0

Request

On 21 August 2024 asked us:

I am seeking access to:

- 1. A decision notice written and expressed in plain and intelligible language unconcealed by any cryptographic process, legible and signed by an identifiable author.*
- 2. The authoritative dictionary to clarify any legal terms and definitions of words and phrases used in the decision notice.*
- 3. A styles manual or guide to the format and language conventions used by the Information Commissioner's Office and the Ministry of Justice, to verify that the order conforms to standard practices and to aid in the preparation of any necessary responses for an internal review.*

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

Response

We hold information that falls within scope of your request.

It is our understanding that the first part of your request relates to IC-289638-H8B2. The decision notice is available here:

<https://ico.org.uk/media/action-weve-taken/decision-notice/2024/4030705/ic-289638-h8b2.pdf>

As this information is already available, it is technically exempt in accordance with Section 21 of the FOIA, although we have provided a link for your convenience. Please note that we do not publish decision notices containing staff

signatures, but as you will note from the above link, the author is identified by name.

In relation to part 2, we do not hold any information about an 'authoritative dictionary' that fits the description given in your request. We have provided links to some further information that might be helpful within the advice and assistance section below.

In relation to part 3, we hold a style guide that is used by the ICO and a PDF copy is attached. As you will see the content was also made available internally in video format. For ease of access we have provided the text version, which is replicated in the videos for each section. If you have any questions about this please let us know.

We do not hold any equivalent guides or manuals for the Ministry of Justice.

Advice and assistance

We publish information about our handling of FOI complaint handling more broadly in our [FOI casework guide](#) and [FOI and transparency manual](#). The content of our decision notices is also informed by the attached style guide and the relevant legislation.

As well as guidance used by the ICO, part 3 of your request appears to refer to similar documents used by the Ministry of Justice. We suggest that you request this information from them directly as we do not hold a copy of their guidance in relation to this area.

If you have concerns about the decision notice linked to above, or any case that we have dealt with, you can find out more about how to raise concerns [here](#).

If you want to make a new complaint about an organisation, you can do so [here](#).

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](#) 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



Information Access Team
Strategic Planning and Transformation
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
ico.org.uk twitter.com/iconews
Please consider the environment before printing this email
For information about what we do with personal data see our [privacy notice](#)