

29 April 2025

IC-380483-F0C0

Request

You asked us:

"The Complainant has to date only received an unsigned copy of a DN for IC-346726-M2G8. Please provide a copy of the signed DN including therefore its formal approval for issue and showing the person who has approved the DN and their position in the ICO. If the DN has not actually been signed off, please state that fact. Please inform me of the name and position of the of the ICO person who prepared the DN and of the person who formally approved the DN for issue."

We received your request on 22 April 2025.

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

Our response

We confirm that we hold information in scope of your request.

The decision notice was drafted by Bethany Williams (Lead Case Officer, Freedom of Information Complaints) and approved by Catherine Fletcher (Team Manager, Freedom of Information Complaints).

We do not hold a signed copy of this decision notice however please find attached a copy of the decision notice sign-off form. We have redacted some information from this document, please see "withheld information" below for further details.

For information, a decision notice that just considers whether there has been a breach of section 10 of the FOIA will not include a signature. This is a

departmental wide approach and you will notice this on other [section 10 decision notices](#).

Withheld information

We have redacted the name of the complainant in this case. Section 40(1) of the FOIA exempts information if it constitutes personal data of which the applicant is the data subject. So, whilst you are aware of the name of the complainant in this case, a disclosure under the FOIA is a disclosure to the world at large and we have therefore redacted your personal data from the document.

In addition, we have also redacted one internal email address under section 31(1)(g) of the FOIA. We can do this when the disclosure of information *"would, or would be likely to, prejudice...the exercise by any public authority of its functions for any of the purposes specified in subsection (2).*

In this case the relevant purposes contained in subsection 31(2) are 31(2)(a) and 31(2)(c):

"a. the purpose of ascertaining whether any person has failed to comply with the law," and

"c. the purpose of ascertaining whether circumstances which would justify regulatory action in pursuance of any enactment exist or may arise."

Misuse of internal email addresses that exist to support ICO staff would likely prejudice our ability to perform our regulatory functions. Disclosure would leave us vulnerable to phishing or other cyber-attacks, spam, or an increased volume of irrelevant correspondence which it would take us time to process.

There are other channels that the public can use to contact us, and they are publicly available via [our website](#).

The exemption at section 31(1)(g) is not absolute. When considering whether to apply it in response to a request for information, there is a 'public interest test'. We have to consider whether the public interest favours withholding or disclosing the information.

In this case the public interest factor in favour of disclosing the information is:

- Increased transparency in the way in which the ICO conducts its operations.

The public interest factors in maintaining the exemption are as follows:

- Internal email addresses being used inappropriately will reduce the effectiveness and efficiency of our regulatory functions.
- The information of primary relevance to your request is not affected by the redaction of our internal email addresses.
- The public interest in transparency is met by the public provision of other more appropriate means of contacting us.

Having considered these factors we have taken the decision that the public interest in withholding the email address outweighs the public interest in disclosing it.

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](#)**