

11 February 2025

IC-359194-Q1F3

## **Request**

You asked us:

*Please can you provide a copy of your retention schedule.*

We received your request on 29 January 2025.

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

## **Our response**

### **Section 21 FOIA**

You can access the information you have requested here: [retention-and-disposal-policy.pdf](#)

Because the information is already reasonably accessible to you, technically it is withheld under section 21 of the FOIA.

Section 21 states that we don't need to provide you with a copy of information when you already have access to it.

## **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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