Freedom of Information Quarterly Disclosure Log

1 April 2013 to 30 June 2013



Police and Crime Commissioner **Northumbria**

Ref No	Request	Response
11314	Under the Freedom of Information Act (2000), please provide the following information :	Subject: Freedom of Information Request
	A list of all staff appointments made by the Police and	I refer to the Freedom of Information Act 2000 and to your letter to this office dated 9 April 2013.
	Crime Commissioner and the following specific information on each post	In accordance with the Freedom of Information Act, the Police and Crime Commissioner has formally decided to grant access to the records requested and
	a) The name of the staff member appointed	accordingly they are as follows:
	b) The date s/he began / will begin his/her role	Deputy Police & Crime Commissioner for Northumbria (DPCC) 1. Mark Dennett,
	c) The salary attached to the post	2. 30 November 2012. 3. £68,000 per annum
	d) A job description of the post	4-6. Appointed under section 18, Police Reform & Social Responsibility Act 2011 ('the Act'). The appointment was in accordance with the requirements of the Act.
	 e) A description of the process through which the appointment was made 	Chief of Staff (Interim Chief Executive from 1 April 2013)
	f) The number of applicants who applied for the appointment	 This information is exempt from disclosure under section 40(2) of the Freedom of Information Act 2000, as it is personal information relating to a third party. (NB the Elected Local Policing Bodies (Specified Information) Order 2011 specifies that the names of employees of a PCC shall be published if their salary is over £58,200). 22 November 2012 (Interim Chief Executive from 1 April 2013). Between £55,000 and £58,200 per annum. 4-5. The appointee responded to an invitation to apply for the post by the submission of a written application. The application was then assessed against the job profile and an offer of appointment made and accepted. The post was not advertised: appointed under paragraph 6(3) of Schedule 1 to the Act.
		Executive Assistant to the PCC

Ref No	Request	Response
		 This information is exempt from disclosure under section 40(2) of the Freedom of Information Act 2000, as it is personal information relating to a third party. (NB the Elected Local Policing Bodies (Specified Information) Order 2011 specifies that the names of employees of a PCC shall be published if their salary is over £58,200). 1 January 2013. Between £30,000 and £35,000 per annum. 4-5. The appointee responded to an invitation to apply for the post by the submission of a written application. The application was then assessed against the job profile and an offer of appointment made and accepted. The post was not advertised: appointed under paragraph 6(3) of Schedule 1 to the Act
		The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
		How to complain
		If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.
		If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.
21314	Dear sir/madam I request disclosure of information under the terms of the	Provision of information held by the Northumbria Police & Crime Commissioner made under the Freedom of Information Act 2000 (the 'Act')
	Freedom of Information Act. I understand you have 20 working days in which to reply. 1. I request a break-down of every expense incurred by	Thank you for your email dated 29 April 2013, in which you made a request for access to certain information which may be held by the Northumbria Police & Crime Commissioner.
	the police and crime commissioner since they took the post.	As you may be aware the purpose of the Act is to allow a general right of access to information held by a Public Authority, subject to certain limitations and

Ref No	Request	Response
Ref No	Request 2. I request a break-down of every expense over the value of £50 incurred by the police and crime commissioner's office since its creation. For each entry, I would like the total amount claimed and full details of the nature of and reasons for the claim	Response exemptions. You asked: 1. I request a break-down of every expense incurred by the police and crime commissioner since they took the post. 2. I request a break-down of every expense over the value of £50 incurred by the police and crime commissioner's office since its creation. As the information you have requested is accessible by other means, I have not provided you with a copy of the information and will rely on Section 21 of the Freedom of Information Act 2000. You should therefore consider this a refusal for your request. I have provided an explanation to this exemption below. Section 21 (1) - Information accessible by other means Information which is reasonably accessible to the applicant is exempt information. Information regarding expenses is published, and therefore freely available via the Publication Scheme on the Police & Crime Commissioner website. In order to assist, I have provided the relevant links below. http://www.northumbria-pcc.gov.uk/node/341 http://www.northumbria-pcc.gov.uk/node/263 http://www.northumbria-pcc.gov.uk/ransparency/expint/pcc/Nov12-Mar13 The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
		How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.

Ref No	Request	Response
		If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.
31314	INFORMATION REQUEST 1/ During the period 1 December 2012 to 1 May 2013, does the Commissioner hold any records regarding the obstruction of the pavement by parked vehicles? 2/ Please supply copies of all records held in any form concerning in any way the obstruction of the pavement by parked vehicles. In this context, the term "Commissioner" means Vera Baird, the Deputy Commissioner and the entire staff of the Police and Crime Commissioner. All records relating to obstruction of the pavement are required including internal and external emails, computerised or hand-written notes, memos, agendas, minutes, records of phone-calls, communications between the Commissioner and Deputy Commissioner, communications between the Commissioner and Northumbria police, communications between the Commissioner and Northumberland County Council, communications between the Deputy Commissioner and Northumbria police, communications between the Deputy Commissioner and Northumberland County Council and any other record in any form concerning in any way the obstruction of the pavement by parked vehicles. 3/ How many written communications by letter or email has the Commissioner received from the public during the period 1 December 2012 to 1 May 2013? 4/ How many of the above communications have been read by Vera Baird, Police and Crime Commissioner?	 your request in accordance with the Act. I refer to the Freedom of Information Act 2000 and to your letter to this office dated 8 May 2013. In accordance with the Freedom of Information Act, the Police and Crime Commissioner has formally decided to grant access to the records requested and accordingly they are as follows: Information Requested 1. The Commissioner does not hold any information regarding the obstruction of the pavement by parked vehicles. 2. The Commissioner has received 398 pieces of correspondence from the general public in writing or via email. 4. The Commissioner does read all correspondence received from members of the public. Correspondence from the public are then responded to under the direction of the Commissioner directs and has approved all procedures for responding to corresponding to communications received from the public. 6. The Commissioner receives a wide range of correspondence from central government, local voluntary community and social enterprise partners, private sector service providers as well as the general public. This range of correspondence include those who have met the Commissioner via a one-to-one contact during supermarket surgeries, meeting the public at shopping centre's and local residents meetings who have then been asked to write in formally to state their issue. The Commissioner has been to forty-eight separate events across
	 5/ How many of the above communications have been responded to by Vera Baird, Police and Crime Commissioner? 6/ Of the members of the public who wrote to the Commissioner by letter or email between 1 December 2012 and 1 May 2013, how many subsequently had one- 	Northumberland and Tyne and Wear where members of the public have been able to speak to her on a one-to-one basis. These have included supermarket surgeries, meeting the public at shopping centres and attending local residents meetings.

Ref No	Request	Response
	to-one face-to-face meetings with Vera Baird, Police and	7. No, all letters are not automatically dealt with on receipt by the Deputy Police
	Crime Commissioner?	and Crime Commissioner. As per the response to question No.5 the Commissioner
	7/ Are all letters and emails from the public to Vera Baird,	has approved procedures for responding to correspondence from the public.
	Police and Crime Commissioner, automatically dealt with	8. Before the election, Vera Baird QC, was not yet elected and was in the process
	on receipt by the Deputy Commissioner?	of standing for the position of Police and Crime Commissioner for Northumbria.
	8/ Before the election, Vera Baird's publicity material	Following Mrs. Baird's election as Commissioner on 15 November 2012, the Office
	invited members of the public to "Write to me" at a Labour	of the Police and Crime Commissioner for Northumbria was legally established on
	Party address and to "Phone me on" a Newcastle	the 22 November 2012. This replaced the previous local police governing body,
	number. After the election, is it the case that a member of	Northumbria Police Authority. As such, it is appropriate that all correspondence
	the public cannot in fact write directly to or directly phone	since the election, be directed via the Office of the Police and Crime
	Vera Baird at all? I would add that Vera Baird's pre-	Commissioner. The public can continue to direct correspondence to the
	election publicity invited the public to "Write to me" and	Commissioner either in writing or electronically via email.
	"Phone me", not my Deputy.	9. The Police and Crime Commissioner is an elected position established by the
	9/ By whom is the Commissioner employed?	Police Reform and Social Responsibility Act 2011.
	10/ Is there a procedure for making a complaint about the	10. There is a formal complaints procedure for complaints against the
	Commissioner?	Commissioner.
	11/ What is this procedure?	11. The Northumbria Police and Crime Panel has a statutory role overseeing all
	12/ For how many hours per week is the Commissioner	complaints against the Police and Crime Commissioner and informally resolving
	employed?	non-criminal complaints, as well as criminal complaints or conduct matters referred
	13/ What is the Commissioner's annual salary?	back to the panel by the Independent Police Complaints Commission. The
	14/ For how many hours per week is the Deputy	Northumbria Police and Crime Panel consists of two elected members from each
	Commissioner employed?	of the six local authorities within the Northumbria policing area, as well as two
	15/ What is the Deputy Commissioner's annual salary?	independent lay members.
	16/ How many staff does the Commissioner have and	On the 29 November 2012, the Shadow Northumbria Police and Crime Panel, in
	what are their roles?	accordance with The Elected Local Policing Bodies (Complaint and Misconduct)
	17/ Are the Commissioner's expenses placed in the public	Regulations 2012 (the Regulations), made suitable arrangements for handling
	domain?	complaints and delegated its duties, under the Regulations, to the Commissioner's
	18/ Are the Deputy Commissioner's expenses placed in	Chief Executive.
	the public domain?	If you want to make a complaint about the Commissioner please contact; Chief
	19/ Does the Commissioner have a publication scheme	Executive (Interim), Office of the Police and Crime Commissioner for Northumbria,
	produced in line with the Information Commissioner's	Victory House, Balliol Business Park, Newcastle upon Tyne, NE12 8EW.
	Office model publication scheme?	12. The role of Commissioner is not confined by set contractual hours.
	20/ Please supply a copy of the publication scheme on	13. The annual salary of the Commissioner is published on the on the PCC's
	paper.	website at www.northumbria-pcc.gov.uk . The salary is set nationally by the Home
	21/ Between 1 December 2012 and 1 May 2013, how	Secretary, Theresa May, having taken advice from the Senior Salaries Review
	many complaints, if any, have been made against the	Body. The Police and Crime Commissioner for Northumbria's salary was set at
	Commissioner, Deputy Commissioner or staff?	£85,000 per annum.
	22/ Please supply copies of any complaints redacting	14. The role of Deputy Police and Crime Commissioner is not constrained by set
	names.	contractual hours.

Ref No	Request	Response
	23/ Has Vera Baird read this letter? 24/ Between 1-12-12 and 1-5-13, how many surgeries has Vera Baird held for one-to-one contact with individual members of the public?	 15. The Deputy Police and Crime Commissioner's salary is published on the PCC's website at www.northumbria-pcc.gov.uk. This salary is £68,000 per annum. 16. The Office of the Police and Crime Commissioner for Northumbria has a small support staff of ten people including the two statutory roles of Chief Executive and Chief Financial Officer. The other members of staff provide executive, policy and administrative support. Additional support is provided via a support service agreement with Gateshead Council in the areas of finance, payroll, treasury management and human resources. 17. The Commissioners expenses are in the public domain and available to view quarterly on www.northumbria-pcc.gov.uk 18. The Deputy Police and Crime Commissioners expenses are in the public domain and available to view quarterly on www.northumbria-pcc.gov.uk 19. Yes, the Commissioner has a publication scheme produced in line with the Information Commissioner's Office. 20. A copy of the current publication scheme is enclosed. 21. Between 1st December 2012 and 1 May 2013, 3 complaints have been received against the Commissioner. Deputy Pommissioner or their staff. 22. Section 1 of the Freedom of Information Act provides a right of access to information held by public authorities and not to documents. In accordance with the Act we can confirm that three complaints have been received regarding the Police and Crime Commissioner. 23. Mrs. Baird has read this letter. 24. The Commissioner has been to forty-eight separate events across Northumberland and Tyne and Wear where members of the public have been able to speak to her on a one-to-one basis. These have included supermarket surgeries, meeting the public at shopping centres and attending local residents meetings. How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are

Ref No	Request	Response
41314	Please treat this as a request made under the Freedom of Information Act 2000.	Provision of information held by the Northumbria Police & Crime Commissioner made under the Freedom of Information Act 2000 (the 'Act')
	I would like to be provided with copies of the following Group Emails from the Association of Police and Crime Commissioners: (their reference numbers) GR-A 21/2013 GR-A 23/2013 GR-A 25/2012 GR-A 27/2013 GR-A 28/2013 GR-A 29/2013 GR-A 32/2013 GR-A 34/2013	Thank you for your email dated 24 May 2013, received in to this office on 25 May 2013, in which you made a request for access to certain information which may be held by the Northumbria Police & Crime Commissioner. As you may be aware the purpose of the Act is to allow a general right of access to information held by a Public Authority, subject to certain limitations and exemptions. You asked: I would like to be provided with copies of the following Group Emails from the Association of Police and Crime Commissioners: (their reference numbers) GR-A 21/2013 GR-A 23/2013 GR-A 25/2012 GR-A 27/2013 GR-A 28/2013
		GR-A 29/2013 GR-A 32/2013 GR-A 34/2013 In accordance with the Freedom of Information Act, the Police and Crime Commissioner has formally decided to grant access to the records requested and
		accordingly they are attached in a word document.
		The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
		How to complain
		If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.

Ref No	Request	Response
		If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.
51314	Please provide specific details (names, rank, amounts and reasons) of all payments including payments in kind, gifts, bonuses, retention payments, recruitment payments,	Provision of information held by the office of the PCC made under the Freedom of Information Act 2000 (the 'Act')
	allowances, payment of fees, health insurance etc made to chief police officers (assistant chief constable and above) for each of the past five years (2008-9 to 2012/13) which were outside the national PNB agreements, the	Thank you for your e mail dated 3 June 2013 in which you made a request for access to certain information which may be held by the Police and Crime Commissioners office.
	Police Regulations or other determinations or approvals of the Secretary of State.	As you may be aware the purpose of the Act is to allow a general right of access to information held by a Public Authority, subject to certain limitations and exemptions.
		You asked:
		Please provide specific details (names, rank, amounts and reasons) of all payments including payments in kind, gifts, bonuses, retention payments, recruitment payments, allowances, payment of fees, health insurance etc. made to chief police officers (assistant chief constable and above) for each of the past five years (2008-9 to 2012/13) which were outside the national PNB agreements, the Police Regulations or other determinations or approvals of the Secretary of State.
		In response:
		I have now had the opportunity to fully consider your request and provide a response for your attention. I am able to disclose information that was held by Northumbria Police Authority, to you in part as follows.
		2011/12 2012/13
		Accommodation £2,950.00 £8,400.00 Travel £3,733.49 £6,352.22
		These figures were authorised by the Northumbria Police Authority in relation to temporary accommodation expenses and travel costs for a Senior Officer and did not exceed the officers entitlement under the Police Regulations for re-location expenses.

Ref No	Request	Response
		We shall not be disclosing any further information regarding the recipient of those payments and in withholding we shall be relying on the following exemption:-
		Section 40 (2) - Personal Information
		Section 40 (2) is a class based absolute exemption and there is no requirement to consider the public interest in disclosure. That being said where Section 40(2) is engaged in order to make the exemption absolute there needs to be evidence that a data protection principle would be breached by disclosure. In this case it would not be fair to process information which, we believe by providing all the information you have requested, would lead to the identification of an individual. Therefore the first principle of the Data Protection Act would be breached.
		You should consider this to be a refusal under section 17 of the Act for that part of your request.
		Disclosure Log You may be interested to know that the OPCC routinely publish information via the Disclosure Log. The aim of the Disclosure Log is to promote openness and transparency by voluntarily placing information into the public arena.
		The Disclosure Log contains copies of some of the information that has been disclosed by the PCC in response to requests made under the Freedom of Information Act 2000.
		Whilst it is not possible to publish all responses we will endeavour to publish those where we feel that the information disclosed is in the public interest.
		The Disclosure Log will be updated quarterly and can be seen at the link below:
		http://www.northumbria-pcc.gov.uk/transparency/foi
		The information we have supplied to you is likely to contain intellectual property rights of the PCC. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.

Ref No	Request	Response
		How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us under our complaints procedure which is attached.
		If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.
61314	Dear Sir/Madam,	Subject: Freedom of Information Request
	Under the Freedom of Information Act, please tell me if you are provided with a vehicle as part of your role as Police and Crime Commissioner and if so, please specify the manufacturer and model of the vehicle.	I refer to the Freedom of Information Act 2000 and to your letter to this office dated 4 June 2013.
	I understand that under the Act, I should be entitled to a response within 20 working days of your receipt of this email. Some parts of this request may be easier to answer than	In accordance with the Freedom of Information Act, the Police and Crime Commissioner has formally decided to grant access to the records requested and accordingly they are as follows:
	others. Should this prove the case, I would ask that you release available data as soon as possible – rather than hold up the entire request.	The Police and Crime Commissioner for Northumbria is not provided with a vehicle as part of her role.
	I would prefer to receive this information electronically. If the decision is made to withhold some of this data using exemptions within the Act, please inform me of that fact and cite the exemptions used.	The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
	If you need any clarification then please contact me at the number below or via email. Under your section 16 duty to provide advice and assistance I would expect you to contact me if you find this request unmanageable in any way.	How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.
	I would be grateful if you could confirm to me that you have received this request.	If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in
	I look forward to hearing from you in the near future.	

Ref No	Request	Response
71314	To whom it may concern, I wish to request: 1. An up-to-date version of your estates/facilities/capital projects organisational structures including names, email addresses, telephone numbers and reporting lines where possible. 2. Any current vacancies in the estates/facilities/projects department (may be included in the Organisation Structures if easier). 3. Total spend on both agency (temporary) workers and permanent recruitment fees by the estates/facilities/projects departments over the last 2 years.	Thank you for your request for information on 6 June 2013, received in to this office on the 7th June 2013. You asked for: 1. An up-to-date version of your estates/facilities/capital projects organisational structures including names, email addresses, telephone numbers and reporting lines where possible. 2. Any current vacancies in the estates/facilities/projects department (may be included in the Organisation Structures if easier). 3. Total spend on both agency (temporary) workers and permanent recruitment fees by the estates/facilities/projects departments over the last 2 years. The Office of the Police and Crime Commissioner for Northumbria does not hold this information. Northumbria Police may hold this information. Their Disclosure Section, dealing with Freedom of Information requests, can be contacted on the details below. Disclosure Section Northumbria Police 4th Floor Cobalt Business Exchange Cobalt Business Way Newcastle upon Tyne NE28 9NZ Or email: freedom.info@northumbria.pnn.police.uk How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complain to us. If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.
81314	Dear Sir/Madam, I am making this request under the Freedom of Information Act.	Thank you for your email dated 10 June 2013, in which you made a request for access to certain information which may be held by the Northumbria Police & Crime Commissioner.

Ref No	Request	Response
	I would like a detailed breakdown of the expenses of the office of Northumbria's Police and Crime Commissioner	As you may be aware the purpose of the Act is to allow a general right of access to information held by a Public Authority, subject to certain limitations and exemptions.
	from when they took office to the present day, or as records allow.	You asked: I would like a detailed breakdown of the expenses of the office of Northumbria's
	Please send confirmation that this request has been received.	Police and Crime Commissioner from when they took office to the present day, or as recently as records allow.
	I look forward to hearing back, and receiving the requested information within 20 working days from now,	I have provided an explanation to this exemption below.
	June 10 2013.	Section 21 (1) - Information accessible by other means
		Information which is reasonably accessible to the applicant is exempt information.
		Information regarding expenses is published, and therefore freely available via the Publication Scheme on the Police & Crime Commissioner website. In order to assist, I have provided the relevant links below.
		http://www.northumbria-pcc.gov.uk/node/341
		http://www.northumbria-pcc.gov.uk/transparency/expint/pcc/Nov12-Mar13
		The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
		How to complain
		If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.
		If you are still unhappy after we have investigated your complaint and reported to you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with your request in accordance with the Act.

Ref No	Request	Response
91314	Please release the following information under the terms of the Freedom of Information Act -	Thank you for your request for information on 18 June 2013, received in to this office on the 18th June 2013.
	Please provide all details of force credit card spending by the Police and Crime Commissioner since their	You requested information on:
	appointment last year. Please provide details of all expenses claimed by the	1. Please provide all details of force credit card spending by the Police and Crime Commissioner since their appointment last year.
	PCC during the same period.	2. Please provide details of all expenses claimed by the PCC during the same period.
	Please provide the information within 20 working days, as specified in the Freedom of Information Act. Please provide the information by email to this address. If a postal address is preferred, please let me know and I will provide you with one.	In accordance with the Freedom of Information Act, the Police and Crime Commissioner has formally decided to grant access to the records requested and accordingly they are as follows:
	Please do not hesitate to get in touch if you require any further information.	1. The Police and Crime and Commissioner for Northumbria does not have access to a corporate credit card.
	Many thanks	2. Information which is reasonably accessible to the applicant is exempt information. Information regarding expenses is published, and therefore freely available via the Publication Scheme on the Police & Crime Commissioner website. In order to assist, I have provided the relevant links below.
		http://www.northumbria-pcc.gov.uk/node/341
		http://www.northumbria-pcc.gov.uk/transparency/expint/pcc/Nov12-Mar13
		The information we have supplied to you is likely to contain intellectual property rights of the Police & Crime Commissioner. Your use of the information must be strictly in accordance with the Copyright Designs and Patents Act 1988 (as amended) or such other applicable legislation. In particular, you must not re-use this information for any commercial purpose.
		How to complain If you are unhappy with our decision or do not consider that we have handled your request properly and we are unable to resolve this issue informally, you are entitled to make a formal complaint to us.

Ref No	Request	Response
		If you are still unhappy after we have investigated your complaint and reported to
		you the outcome, you may complain directly to the Information Commissioner's Office and request that they investigate to ascertain whether we have dealt with
		your request in accordance with the Act.