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| ­Mr Alex Parsons | ICT Client Unit (ICU)Customer Transformation and Communications Services Information TeamResources Department7th Floor, Zone CBernard Weatherill House8 Mint WalkCroydon, CR0 1EA |
| **SENT BY EMAIL** |

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| FOI@croydon.gov.ukOur Ref: F/CRT/10009785 Date: 16 July 2019 |

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Dear Mr Parsons

**Freedom of Information Request**

Your request has been considered under the provisions of the Freedom of Information Act. For ease of reference, I will address each of your questions in turn.

**I would like to make an FOI request for the following pieces of information:**

1. **How many people are employed to deal with FOI?**

Four.

1. **What is the budget for administering FOI?**

Annual budget - 3 FOI Coordinators @ £30,700.00 = £92,100.00 plus 1 Admin @ £24,903.00 = £117,003.00

**3. Do you use case management software for FOI? If so, which one?**

Yes, Microsoft CRM 2011.

**4. Do you publish a disclosure log?**

Yes.

If you are dissatisfied with the way the Council has handled your request under the Freedom of Information Act you may ask for an internal review. This should be submitted to us within 40 working days of this response. You can do this by outlining the details of your complaint by:

Email: FOI@croydon.gov.uk

Writing: Information Team

London Borough of Croydon

Bernard Weatherill House

Floor 7 - Zone C

 8 Mint Walk

Croydon, CR0 1EA

Any requests received after the 40 working day time limit will be considered only at the discretion of the council.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire, SK9 5AF

Yours sincerely

Information Coordinator

Croydon Council