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**Freedom of Information Act 2000**

*FOI Administration*******

Reference No. FOI217-2018/19

**Questions and responses in bold below**:

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

**Two officers who administrate the requests and although these posts are full time posts, both Officers have other areas of responsibility. The overall responsibility for the FOI work sits with the Council’s Data Protection Officer who will also undertake FOI administration as necessary, for example, with conducting internal reviews.**

2. What is the budget for administering FOI?

**As all posts are not solely dedicated to FOI administration and they encompass other areas of work, it would be difficult to quantify the cost of administering the FOI area of work.**

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

**No**

4. Do you publish a disclosure log?

**There is currently no disclosure log published and work is being undertaken to identify the best way of publishing this information, together with other relevant FOI information.**

**Please note:**

The Council cannot guarantee the accuracy of information supplied.

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If you offer goods or services, for your information, the Council utilises the [South East Business Portal](https://sebp.due-north.com/) ([www.sebp.due-north.com](http://www.sebp.due-north.com)) to publish and manage tender opportunities in excess of £20,000. You may wish to consider registering on that site to receive an e-alert of any future suitable projects.

Details of awarded contracts are located within the contracts register via the SEBP website once the contract has been fully executed.

Alternatively, please see details on doing business with the Council via our website, details are located in the following [link](http://www.fareham.gov.uk/business/business_with_the_council/intro.aspx).

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Head of Democratic Services

Fareham Borough Council

Civic Offices

Civic Way

Fareham

PO16 7AZ.

Email lusher@fareham.gov.uk, quoting the reference number above.

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.

Telephone: 0303 1231113

Fax: 01625 524510

Email: casework@ico.gsi.gov.uk

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