

London Borough of Barnet,  
North London Business Park,  
Oakleigh Road South,  
London  
N11 1NP  
18 July 2018  
Our ref: 4546596

Thank you for your request received on 26 June 2018, for the following information:

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

- 1. How many people are employed to deal with FOI?***
- 2. What is the budget for administering FOI?***
- 3. Do you use case management software for FOI? If so, which one?***
- 4. Do you publish a disclosure log?***

***If not all information is available, please treat questions individually.***

We have processed this request under the Freedom of Information Act 2000.

## **Response**

The council holds the information requested and it is attached/ the answers to your questions are below

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

1.5 FTE

- 2. What is the budget for administering FOI?***

There is no separate budget for FOI as it is caught up within a larger Information Management budget.

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

Yes. iCasework.

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

Yes. <https://barnet.gov.uk/citizen-home/foi-requests.html>

## **Further information**

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to

access. <http://open.barnet.gov.uk/>

### **Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

### **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: [xxx@xxxxxx.xxx.xx](mailto:xxx@xxxxxx.xxx.xx). Or by post to Information Management Team (FOI) The London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.