**Customer & Support Services**

 **Information Governance Team**

 **Salford Civic Centre**

 **Chorley Road**

 **Salford, M27 5DA**

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28.6.2018

**SUBJECT: Freedom of Information Request**

Dear Mr Parsons

I am writing in response to your Freedom of Information request of 27.6.18. Your request and the council’s response is as follows:

**REQUEST**

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?

**RESPONSE**

The Information Governance team is comprised of 10 staff and the team deals with all matters of information governance including subject access requests, data protection matters as well as freedom of information requests. There are no staff solely processing freedoms of information requests.

The Information Governance budget is £232281.

The Council has an internally developed Case Management and electronic document management system.

The Council is developing proposals to increase the publication of various documents as part of IG developments this financial year.

The council considers it has fulfilled your Freedom of Information request. If you are dissatisfied with the way your request has been handled, or wish to appeal this decision, you may wish to reply direct to this email. Your appeal review will be overseen by a senior officer.

Further details of how to lodge an appeal can be found at <https://www.salford.gov.uk>

If you are still dissatisfied following any internal appeal, you may wish to contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - [www.ico.org.uk](http://www.ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745

Yours sincerely

Julie Bond

Principal Officer

Information Governance