



Department  
for Environment  
Food & Rural Affairs

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[www.gov.uk/defra](http://www.gov.uk/defra)

[REDACTED]

Our ref: RFI 7153

19 January 2015

Dear [REDACTED],

**REQUEST FOR INFORMATION: DETAILED STRUCTURES OF PROCUREMENT,  
CONTRACT MANAGEMENT AND FINANCE FUNCTION**

Thank you for your request for information, which we received on Friday 9 January 2015, asking for detailed structures of the procurement / purchasing, contract management and finance function; including those individuals responsible for their given area and reporting line manager. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

I confirm that Defra does hold the information that you requested.

Following careful consideration, we have decided not to disclose some of this information.

I attached a copy of the information which can be disclosed:

- an organization chart of the Procurement and Finance functions in Defra showing the names of the Senior Civil Service (SCS) Heads of the two Functions and the structure and posts within the Functions.

You requested information relating to the structure of Defra's Contract Management function. Defra does not have a separate Contract Management Function as the Procurement Function operates a Contract Management approach. Therefore, the attached information does not specifically mention a Contract Management Function.

We are withholding the names of the persons in posts below the SCS as this information is exempt from disclosure under section 40(2) (personal data relating to persons other than the requester) of the FOIA. Section 40(2) of the FOIA provides that personal data relating to other persons is exempt information if disclosure would breach the Data Protection Act 1998 (DPA). We consider that disclosure of the information consisting of names of non-SCS staff is likely to breach the first data protection principle in Schedule 1 of the DPA, which relates to the fair and lawful processing of personal data, in two ways. First, disclosure would not constitute "fair" processing of the personal data and, second, disclosure would not satisfy any of the conditions for data processing set out in Schedule 2 to the DPA. Therefore, we have concluded that this information is exempt from disclosure under section 40(2) of the FOIA.



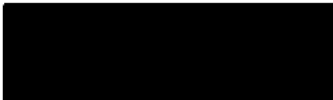
In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.


I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact me.

Yours sincerely,

A large black rectangular redaction box covering the signature area.

  
**Defra FOIA and EIRs Team**  
[InformationRequests@defra.gsi.gov.uk](mailto:InformationRequests@defra.gsi.gov.uk)

## Annex A

### Copyright

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## Annex B

### Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to [REDACTED], Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF