



Animal &
Plant Health
Agency

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[REDACTED]
{By Email}

Our Ref: ATIC0827

6 April 2016

Dear [REDACTED]

PROVISION OF REQUESTED INFORMATION

Thank you for your request for information about financial services which we received on 15 March 2016. Your request has been handled under the Freedom of Information Act 2000.

The information you requested and our response is detailed below:

"I would like to request information under the Freedom of Information Act.

Could you please send me contract information relating to Banking Services, Audit Services and Card Processing Services. If you do not understand what each of these mean please see below:

- Banking Services- contract information relating to the organisation banking services.
- Audit Services (Financial) – contract relating to assurance, tax and advisory services.
- Card Processing Services / Merchant services- a wide range of payment processing options. Most automatically associate merchant services with debit and credit card processing

Can you please provide me with the following contract information for each of the contract category specified above:

1. Contract Category: Please see select from the categories provided; Banking Services; Financial Audit Services; Card Processing Services
2. Existing Supplier Name for each contract

3. Contract Description: Please do not just state two to three words can you please provide me detail information about this contract and please state if upgrade, maintenance and support is included. Please also include the modules included within the contract.
4. Annual Average Spend for each contract
5. Contract Duration: What is the duration of the contract please include any available extensions within the contract.
6. Contract Start Date: What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
7. Contract Expiry: What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
8. Contract Review Date: What is the review date of this contract? Please include month and year of the contract. If this cannot be provide please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY
9. Contact Details: I require the full contact details of the person within the organisation responsible for this particular software contract.

Notes: Please provide me with any further information with regards to this contract this could include any contract extension available as well as information on renewals or plans for future tenders.”

Please see the information you have requested relating to Card Processing Services at Appendix 1.

You have asked for the contact details of the person within the organisation responsible for each of the contracts listed. We are withholding the names of the persons as this information is exempt from disclosure under section 40(2) read in conjunction with 40(3)(a)(i) of the FOIA, as the information constitutes personal data relating to persons other than the requester. Section 40(2) read in conjunction with 40(3)(a)(i) 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 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, as disclosure would not constitute “fair” processing of the personal data. Disclosure would not constitute ‘fair’ processing of the personal data because the information relates to staff who are not public facing officials and they would not reasonably have expected their

names to be made public. Therefore, we have concluded that this information is exempt from disclosure under section 40(2) read in conjunction with 40(3)(a)(i) of the FOIA.

Following a search of our paper and electronic records, we have established that the information relating to Banking Services is not held by APHA. Government departments (including APHA) have to use the Government Banking Service for their main bank accounts.

We can confirm that the information is held by the Government Banking Service, which can be contacted at helpdesk.gbs@hmrc.gsi.gov.uk.

Following a search of our paper and electronic records, we have established that the information relating to Audit Financial Services is not held by APHA as we have no contract in place for such a service.

I attach an Annex which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

ACCESS TO INFORMATION TEAM

Email: enquiries@apha.gsi.gov.uk

Annex

Copyright

The information supplied to you is Crown copyright, unless otherwise stated, and is protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, and for the purposes of news reporting. You can find details on the arrangements for re-using Crown copyright information at:

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Information you receive which is **not** subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non Crown Copyright) information.

In keeping with the spirit and effect of the Freedom of Information Act 2000/Environmental Information Regulations 2004, all information is assumed to be releasable to the public unless exempt. The information released to you may now be published on our website together with any related information that will provide a key to its wider context.

Complaints

If you are unhappy with the result of your request for information you may request an internal review within 40 working days of the date of this letter.

If you wish to request an internal review, please contact: The Access to Information Team at enquiries@apha.gsi.gov.uk or at the postal address at the top of this letter, who will arrange for an internal review of your case.

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. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted APHA's own complaints procedure. The Information Commissioner can be contacted at:

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

Appendix 1

Contract Category	Card Processing Services
Existing Supplier	Royal Bank of Scotland
Contract Description	ePurchasing card solutions (Government Procurement Cards)
Annual Spend	APHA do not pay RBS for the service.
Contract Duration	4 years
Contract Start Date	18/08/2014
Contract Expiry Date	18/08/2018
Contract Review Date	Review end of 2017
Contact Details	Information withheld

