



Foreign &  
Commonwealth  
Office

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**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0692-15**

Thank you for your email dated 02 July asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*I am interested in learning about the number of people tasked within the Department with resolving FOI requests. Whether this is full-time, or part-time and the number of people filling the role.*

You clarified your request to

*The single department containing the person who answered this email is fine.*

This refers to an email sent by the FOI and DPA Team.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

The FOI and DPA Team comprises of nine full-time officers. The team does not routinely draft the response to FOI requests but provides advice and guidance on how to handle requests for information to all FCO staff involved in assessing information under the Freedom of Information Act (FOIA), Environmental Information Regulations (EIRs) and subject access requests (SARs) under the Data Protection Act (DPA) and any subsequent Internal Reviews, complaints made to the Information Commissioner's Office and Information Tribunals. It is the central point of contact for help and advice on all requests within the FCO.

The FOI and DPA Team's remit also includes promoting wider awareness of the FOIA and ensuring that the Department as a whole is able to meet its legislative obligations.

The FCO also has a network of staff that act as focal points in policy and geographical departments responsible for providing FOI guidance within their area of work, although this is not their primary role, and any FCO officer may be involved in preparing a response to an FOI request.

Once an FOI request is answered, it is considered to be in the public domain. To promote transparency, we may now publish the response and any material released on [gov.uk](http://gov.uk) in the [FOI releases](#) section. All personal information in the letter will be removed before publishing.

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Yours sincerely,

Desk Officer  
Knowledge Management Department



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