

From: [Enquiries](#)
To: s.40
Subject: [OFFICIAL] 20160358 - NDA response - days worked away from office
Date: 12 April 2016 10:23:00

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Dear s.40

As discussed previously the NDA has several offices around the UK. For the purposes of your request I have counted days wholly or in part worked away from the designated primary office for each employee listed. In this instance all the members of staff are based at our HQ Herdus House in Cumbria, but most of these days counted as worked "away from the office" will actually have been spent working in another NDA office:

Assurance Director = 85 days
Business Intervention Leads = 83 days
Business Intervention Leads = 60 days
Business Services Director = 120 days
CEO = 146

If you are unhappy with the way your request for information has been handled, you can request the NDA carry out an internal review (contact: enquiries@nda.gov.uk).

If you remain dissatisfied with the handling of your request or complaint you have a right to appeal to the Information Commissioner at:

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

Yours sincerely

s.40

Information Access Manager
NDA, Herdus House, Westlakes Science & Technology Park, Moor Row, CA24 3HU
Tel. no. 01925802077

Please note that I work Mon – Fri from 8:30 – 14:30.

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From: s.40
Sent: 06 April 2016 12:08
To: Enquiries
Subject: RE: [OFFICIAL] 20160358 - clarification

Hi s.40

Thanks for your email.

Yes, happy to amend as suggested.

Best

s.40

From: Enquiries [<mailto:Enquiries@nda.gov.uk>]

Sent: 06 April 2016 11:57

To: s.40

Subject: [OFFICIAL] 20160358 - clarification

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Dear s.40

As discussed by phone. Are you content to amend your original request to only cover days worked away from the office?

Regards

s.40

Information Access Manager

NDA, Herdus House, Westlakes Science & Technology Park, Moor Row, CA24 3HU

Tel. no. 01925802077

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