



Ministry  
of Defence

Defence Business Services  
Secretariat Team  
Room 6303  
Tomlinson House  
Norcross  
Thornton-Cleveleys  
Lancashire  
FY5 3WP

Ref: FOI2018/02014

E-mail: [REDACTED]

[REDACTED]  
Email: [REDACTED]  
[REDACTED]

6 March 2018

Dear [REDACTED]

Thank you for your email of 7 February 2017 requesting the following information:

*"I would like to find out if I can access my payslips from the beginning of my employment to present day and how I would go about this. I have been told by HR Sheffield it is not their responsibility. I need to access this information in order to check my pensionable pay".*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

The Ministry of Defence (MOD) may hold some information in scope of your request because the MOD holds pay data for employees. However, I should inform you that as your request asks about personal information any information held would be exempt under section 40(1) of the Act.

Under section 16 (Advice and Assistance) of the Act, the MOD may be able to provide information under the Data Protection Act 1998. To enquire if the information is held or to obtain it you would need to submit a Subject Access Request (SAR) which entitles you to copies of your own personal data. The request must be made in writing, providing your full name, date of birth, staff/service number and be signed and dated. More information about how to submit a SAR can be found at the following link:

<https://www.gov.uk/government/publications/mod-subject-access-request-form>

In addition, you may also wish to be aware that if you are currently employed as a civilian within the MOD you should be able to access your on-line pay slips via HRMS back as far as 2007. If you require information prior to that date, the Department only holds pay data back to 1998.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

