



Foreign &  
Commonwealth  
Office

**FCO Services**

Foreign and Commonwealth Office  
King Charles Street  
London SW1A 2AH

Website: <https://www.gov.uk>

01 July 2019

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 0517-19**

Thank you for your email of 3<sup>rd</sup> June 2019 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*I want to submit a request for some information from the organisation, in relation to their contract's register.*

*The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:*

1. *Contract Reference*
2. *Contract Title*
3. *Procurement Category*
4. *Supplier Name*
5. *Spend (Total or Annual)*
6. *Contract Duration*
7. *Contract Extensions*
8. *Contract Starting Date*
9. *Expiration Date*
10. *Contract Description [Please provide me with as much detail as possible.]*
11. *Contact Owner (Full contact details if possible.)*
12. *CPV codes/ProClass*
13. *Contract Reference*

**IMPORTANT**

1. For those organisation planning to make an exemption, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.

2. If the organisation has a CRM system or a similar system there should be a facility to download and extract contract data.

3. You may forward me a Weblink to a portal to download the contract register, please make sure all of the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all of their contracts.

Please do not think that this is the only information I require if you could provide me with more information that would be great.

### **Contract Data/API Contact Details**

14. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title.

(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")

**Please provide me with the contract's register file in an excel format.**

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that FCO Services does hold information relevant to your request.

Information about all contracts that have a worth of £10,000 or more are subject to publication on the [contract finder](#) website by the Transparency Act.

The contracts finder website presents the following columns you request; 1,2,4,5,6,8,9,10 and 13. This information is exempt under Section 21 of the Freedom of Information Act.

The information requested in column 11 is exempt under Section 40 of the Freedom of Information Act.

The information requested in Columns 3,7,11 and 12 is exempt under Section 12 of the Freedom of Information Act.

For definitions of Sections 12,21 and 40 please see below.

### **Section 21 states**

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

(2) For the purposes of subsection (1)—

(a) information may be reasonably accessible to the applicant even though it is accessible only on payment, and

(b) information is to be taken to be reasonably accessible to the applicant if it is information which the public authority or any other person is obliged by or under any enactment to communicate (otherwise than by making the information available for inspection) to members of the public on request, whether free of charge or on payment.

(3) For the purposes of subsection (1), information which is held by a public authority and does not fall within subsection (2)(b) is not to be regarded as reasonably

accessible to the applicant merely because the information is available from the public authority itself on request, unless the information is made available in accordance with the authority's publication scheme and any payment required is specified in, or determined in accordance with, the scheme.

**Section 12** of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. For central government the appropriate limit is set at £600. This represents the estimated cost of one or more persons spending 3 ½ working days in determining whether the Department holds the information, and locating, retrieving and extracting it. Your request as presently formulated is widely-framed and I estimate that it will take more than 3 ½ working days to locate, retrieve and extract this information. In these circumstances we are not obliged under the Act to comply with your request. You may therefore wish to refine your request to narrow its scope to bring it within the appropriate limit. An example of ways to narrow the scope would be to ask for a particular category of goods or services.

**Section 40.** The information you have requested is personal data relating to third parties, the disclosure of which would contravene one of the data protection principles. In such circumstances sections 40(2) and (3) of the Freedom of Information Act apply. In this case, our view is that disclosure would breach the first data protection principle. This states that personal data should be processed fairly and lawfully. It is the fairness aspect of this principle which, in our view, would be breached by disclosure. In such circumstances section 40 confers an absolute exemption on disclosure. There is, therefore, no public interest test to apply.

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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If you would like a review of our decision, or if you wish to make a complaint, please write to the Central FOI Unit, Foreign and Commonwealth Office, Room WH2.177, King Charles Street, London, SW1A 2AH. E-mail: [foi-dpa.pmcs@fco.gov.uk](mailto:foi-dpa.pmcs@fco.gov.uk). You have 40 working days to do so from the date of this letter.

You can apply directly to the Information Commissioner. However, the Information Commissioner will not normally make a decision unless you have first exhausted the complaints procedure provided by the FCO. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

FOI Officer

FOI Team



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.