



# UK Hydrographic Office

Admiralty Way  
Taunton  
Somerset  
TA1 2DN

Telephone: [REDACTED]

E-mail: [REDACTED]

Website:

[www.gov.uk/ukho](http://www.gov.uk/ukho)

[REDACTED]  
[REDACTED]  
REF: FOI2020-04242

16 April 2020

Dear [REDACTED]

Thank you for your email of 19 March 2020 requesting the following information:

1. *Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?*
2. *If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.*
3. *If a system or service is in place to backup UK Hydrographic Office's Office 365 environment can you confirm the retention period the data is stored for?*
4. *Who in UK Hydrographic Office is responsible for the protection of your critical data?*

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

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below, at annex A.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for 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](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Hannah Williams,  
UKHO Secretariat

1. *Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?*  
Yes
2. *If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.*  
UKHO has no external backup. Office 365 built in capabilities such as legal hold, etc is sufficient for current business requirements
3. *If a system or service is in place to backup UK Hydrographic Office's Office 365 environment can you confirm the retention period the data is stored for?*  
N/A
4. *Who in UK Hydrographic Office is responsible for the protection of your critical data?*  
UKHO Chief Technology Officer