



Groceries Code Adjudicator

7th Floor, The Cabot
25 Cabot Square
London E14 4QZ

T: +44 (0) 207 215 6537
E: Enquiries@GroceriesCode.gov.uk

www.gov.uk/gca

Sent by email

10 December 2020

Dear [REDACTED]

Freedom of Information Act: Request for information on Groceries Code Adjudicator activities

Thank you for your email dated 7 December 2020 regarding the management of physical documents at the Groceries Code Adjudicator. In your email you asked for the following information:

1. Do you currently have any paper documents in storage?
2. If any paper documents are currently being stored, would you consider having your documents securely scanned by a reputable UK secure scanning company?
3. If all of your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?
4. Who is the senior officer/s (outside of procurement) responsible for the management of physical records?

Duty to confirm or deny whether the GCA holds the information

Under section 1(1) of the Freedom of Information Act 2000 ("FoIA"), anyone making a request for information to the GCA, as a public authority, is entitled to be informed in writing whether it holds that information, and if so, to be supplied with it.

I can confirm the following:

1. The GCA does hold a small number of paper documents which are filed in our office, but we do not hold any paper documents in third-party premises.
2. We currently have no plans to scan our stored documents.
3. Not applicable.
4. Alice Ellison, GCA Head of Operations.

Appeals Procedure

If you wish to complain about the way in which your request for information has been handled, you may seek an internal review by writing, setting out the reasons you feel your request has not been dealt with effectively, to:

The FOI Review Co-ordinator
Groceries Code Adjudicator
7th Floor
25 Cabot Square
London E14 4QZ

Alternatively you can email: enquiries@groceriescode.gov.uk

We will aim to deal with your Internal Review request within 20 working days of receipt or, if that is not possible, advise you of a date when we expect to complete the review.

If you are dissatisfied with the outcome of the Internal Review you then have the right to appeal to the Information Commissioners Office. The contact address is:

Information Commissioners Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire. SK9 5AF

Yours sincerely,

