



Pubs Code Adjudicator

Office of the Pubs Code Adjudicator
Lower Ground
Victoria Square House
Victoria Square
Birmingham
B2 4AJ

Email: office@pubscodeadjudicator.gov.uk

20 January 2021



Thank you for your email received on 07 December 2020 in which you requested information from the office of the Pubs Code Adjudicator (PCA) under the Freedom of Information (FOI) Act 2000.

The FOI Act entitles you to:

- know whether the information you have requested is held by the PCA; and
- be provided with that information, subject to any exemptions in the FOI Act which may apply.

You have requested the following information:

I am currently researching if any paper documents are currently being archived and would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. The details we require are:

- 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?**

We requested the following clarification from you on 11 December 2020:

- a) You refer to “in storage” - please confirm what you mean by storage. Is this on site or off site in a secure repository, or both?
- b) Could you confirm if your request is in relation to archived documents and what you mean by archived?

Your response on 21 December 2020 was to confirm that:

- my request is in relation to any documents that might have been archived either on-site or at off-site storage locations,
- my request is also in relation to any paper documents that might be created or used for day-to-day operational work.



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The office of the PCA does hold information relevant to some of your request.

1. Any paper documents created or used for day-to-day operational work by the PCA are stored securely at the PCA office. The PCA handles information in accordance with its data retention policy (<https://www.gov.uk/government/publications/pubs-code-adjudicator-data-retention-policy>).
2. There are no plans to have hard copy documents securely scanned and no business need to do so.
3. The PCA uses two secure systems to manage all its electronic and/or scanned documents.
4. For information relating to the management of the PCA's physical records, please contact the PCA's Data Protection Officer by emailing: office@pubscodeadjudicator.gov.uk FAO DPO.

If you do not believe that the office of the PCA has provided an appropriate response to your request, as set out above, you are entitled to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be made in writing, quoting the above reference, to office@pubscodeadjudicator.gov.uk or:

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If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

