



Homes  
England

Date: 2 December 2022

Our Ref: RFI4136

Tel: 0300 1234 500

Email: [infogov@homesengland.gov.uk](mailto:infogov@homesengland.gov.uk)

Making homes happen

██████████  
By Email Only

Information Governance Team  
Homes England  
Windsor House – 6<sup>th</sup> Floor  
50 Victoria Street  
London  
SW1H 0TL

Dear ██████████

**RE: Request for Information – RFI4136**

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

*I would like to submit a request for some information from the organisation, in relation to their contract's register. The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:*

1. *Contract Reference -Unique reference number associated with the contract.*
2. *Contract Title*
3. *Procurement Category –Please state the category name of the contract, I wish to know the category the contract is under.*
4. *Supplier Name*
5. *Spend (Total, Annual or contract value)*
6. *Contract's Duration*
7. *Contract's Extensions*
8. *Contract's Start Date*
9. *Contract's Expiry Date*
10. *Contract Description [Please provide me with as much detail as possible.]*
11. *Contact Owner (Person that manages the contract register)*
12. *CPV codes/Pro-Class*

-  
**Contract Data/API Contact Details**

1. *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.")*

- 2.

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**IMPORTANT**

- 1. If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.*
- 2. You may forward me a Weblink to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts.*
- 3. For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.*

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

**Response**

We can confirm that we do hold the requested information.

Please find enclosed with this response as Annex A, Homes England's contract register in excel format as requested.

**Contact Details**

We can inform you that we do hold the information that you have requested. However, we rely on Section 40 (2) of the FOIA to withhold the information from disclosure.

**Section 40 – Personal information**

We are withholding information on the grounds that it constitutes third party personal data and therefore engages section 40(2) of the FOIA.

To disclose personal data, such as names, contact details, and email addresses could lead to the identification of third parties and would breach one or more of the data protection principles.

Section 40 is an absolute exemption which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exemption is engaged.

The full text in the legislation can be found on the following link:

<https://www.legislation.gov.uk/ukpga/2000/36/section/40>

**Advice and Assistance**

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that the responsible team is our Commercial procurement team and they can be contacted via our general enquiries team, [enquiries@homesengland.gov.uk](mailto:enquiries@homesengland.gov.uk) or 0300 1234 500.



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### **Right to Appeal**

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: [infogov@homesengland.gov.uk](mailto:infogov@homesengland.gov.uk)

The Information Governance Team  
Homes England – 6<sup>th</sup> Floor  
Windsor House  
50 Victoria Street  
London  
SW1H 0TL

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

**The Information Governance Team**  
For Homes England

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