



**Defence Business Services**  
Secretariat  
Room 6303  
Tomlinson House  
Norcross  
Thornton-Cleveleys  
Lancashire FY5 3WP

Ref: FOI2022/06386

[DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

10 June 2022

Dear [REDACTED],

Thank you for your email of 24 May 2022 to the Ministry of Defence (MOD), seeking information about information held by the department with regards to yourself.

You requested the following information:

*"I am writing to request information under the Freedom of Information Act 2000. I would be interested in any information held by your organisation regarding my request. I understand that I do not have to specify particular files or documents and it is the departments responsibility to provide the information I require. If you need further clarification please contact me by email.*

*I request all information held by your department with regards to myself.*

*This includes but not limited to:*

- 1. All telephone logs of conversations with myself directly, internal or with external parties including notes written of these conversations.*
- 2. All correspondence between yourselves and The Department for Work and Pensions in relation to myself.*
- 3. All emails with myself directly, internal or with external parties including notes written.*
- 4. All letters/documents to and from myself directly, internal or with external parties including any notes written.*

*I would like the information to be emailed to me in electronic form.*

*If my request is denied in whole or in part I ask that you justify all deletions by reference to specific exemptions of the act. I will also expect you to release all non-exempt material. I reserve the right to appeal your decision to withhold any information or to charge excessive fees.*

*I would be grateful if you could confirm in writing that you have received this request. I look forward to your response within 20 working days as outlined by the statute.*

*regards*

*Thank you for your help"*

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 Ministry of Defence and I can neither confirm nor deny whether the MOD holds the information that you have requested.

We are not obliged to confirm or deny whether we hold the information as if held, this would relate to personal information. Section 40(5) of the FOIA provides that there is no duty to confirm or deny whether we hold the information.

The fact Section 40(5) of the FOIA has been cited should not be taken as an indication that the information you have requested is, or is not, held by the Department. The terms of this exemption of the FOIA mean that we do not have to consider whether or not it would be in the public interest for us to reveal whether or not the information is held.

Notwithstanding the above, under Section 16 of the FOIA (Advice and Assistance), you do have the right to request access any personal data which may be held by the Department under the Data Protection Act 2018 and as such I have passed your requests to the Department's Subject Access Request (SAR) Team who will contact you in order to establish if any such information exists. Further information about submitting a Subject Access Request for personal information to the MOD can be found at the link below:

<https://www.gov.uk/guidance/obtain-information-about-yourself-held-by-mod>

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request 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.gov.uk](mailto:CIO-FOI-IR@mod.gov.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

A black rectangular redaction box covering the signature of the sender.

Defence Business Services Secretariat