



Ministry
of Defence

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

Email: DBSRES-Secretariat@mod.uk

Ref: FOI2022/06611

[REDACTED]

20 June 2022

Dear [REDACTED]

Thank you for your letter of 20 May 2022 to the Ministry of Defence (MOD) requesting the following information:

“You say my military record was not a clear record so you must have information about my conduct which I am unaware of. Therefore may I request that you send me a copy of what you have about me on record which I believe I am entitled to see under the freedom of information act 2000.”

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.

Under Section 16 of the FOIA (Advice and Assistance) you may find it helpful to note that individuals have the right to access and receive a copy of their personal data, and other supplementary information. This is commonly referred to as a subject access request or 'SAR'. Further information about making a SAR can be found on the Gov.UK website at <https://www.gov.uk/government/publications/dbs-subject-access-request>

However, I have passed a copy of your correspondence directly to the SAR team who will consider your request and contact you in due course.

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). 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)