



The Insolvency  
Service

**Information Rights Team**  
The Insolvency Service  
Cannon House  
18 Priory Queensway  
Birmingham  
B4 6FD

Tel: 0300 678 0015

[foi@insolvency.gov.uk](mailto:foi@insolvency.gov.uk)

[www.gov.uk/insolvency-service](http://www.gov.uk/insolvency-service)

Our ref: FOI24-25-099  
Date: 7 November 2024

Dear [REDACTED]

**Re: Freedom of Information Act 2000 (FOIA) Request**

Thank you for your email of 16<sup>th</sup> October 2024 in which you requested from the Insolvency Service (the agency):

*"I would like to request information on how you relocate employees and whether you have a contract in place with a provider.*

*Please can you confirm when this contract is due for renewal."*

Your request has been dealt with under the Freedom of Information Act 2000 (FOIA).

I can confirm the agency holds some of the information that you have requested and I have provided answers to your questions below.

**I would like to request information on how you relocate employees and whether you have a contract in place with a provider.**

Employees are relocated depending upon circumstances, whether voluntary moves for personal reasons, location changes for offices or office closures. In each instance guidance and advice is provided to each employee from our HR and Estates Teams.

There is no contract in place for this.

**Complaints**

If you are not satisfied with the response we have provided to you and would like us to reconsider our decision by way of an internal review (IR), please contact our Information Rights team within 40 working days of this letter at [foi@insolvency.gov.uk](mailto:foi@insolvency.gov.uk) or by post at:

Information Rights Team  
The Insolvency Service  
3rd Floor  
Cannon House

18 Priory Queensway  
Birmingham  
B4 6FD  
United Kingdom

You also have the right to contact the Information Commissioner's Office (ICO) if you wish for them to investigate any complaint you may have regarding our handling of your request. However, please note that the ICO is likely to expect an IR to have been completed in the first instance.

Yours sincerely

Information Rights Team  
The Insolvency Service

The Department for Business and Trade, Official Receivers and the Adjudicator are Data Controllers in respect of personal data processed by the Insolvency Service. For the details about how personal data is processed by the agency, please see the full Insolvency Service Personal Information Charter here:  
<https://www.gov.uk/government/organisations/insolvency-service/about/personal-information-charter>