

Freedom of Information Act 2000 (FOIA) Decision notice

Date: 02 May 2012

Public Authority: Liverpool City Council Address: Municipal Buildings

Dale Street Liverpool L2 2DH

Decision (including any steps ordered)

- The complainant has requested information regarding Liverpool City Council's engagement of Ernst & Young in relation to the Updated Partnership Refresh Proposal for Liverpool Direct Limited and for information relating to the assertion that BT has the potential to make a legal claim against the council for £56million if it were to terminate the existing contract.
- 2. In relation to parts (1) and (4) of the request, the Commissioner's decision is that Liverpool City Council has incorrectly applied the exemption where information has been obtained by the public authority from any other person and the disclosure by the public authority would constitute an actionable breach of confidence.
- 3. In relation to part (5) of the request, the Commissioner's decision is that, on the balance of probabilities, Liverpool City Council does not hold the requested information. No further action is required in respect of part (5) of the request.
- 4. The Commissioner requires the public authority to take the following step to ensure compliance with the legislation.
 - Disclose the information requested at parts (1) and (4).
- 5. The public authority must take this step within 35 calendar days of the date of this decision notice. Failure to comply may result in the Commissioner making written certification of this fact to the High Court pursuant to section 54 of the Act and may be dealt with as a contempt of court.



Request and response

6. On 29 June 2011, the complainant wrote to Liverpool City Council ('the council') and requested information in the following terms:

"I note that on 29 June 2011 the Cabinet received an executive summary from Ernst & Young ref EY/LCC/LDL/001 dated 27 June 2011 containing the following quote on page 1:

"Our engagement was performed in accordance with our engagement agreement dated 7 June 2011... At the request of Liverpool City Council a Partnership Refresh Proposal was received and further updated on 27 May 2011 which sets out the position of BT, its proposals, ideas and suggestions going forward in partnership to 2017..."

Please may I be sent:

- (1) A copy of the engagement agreement with E&Y dated 7 June 2011
- (2) The invoice from E&Y for the performance of this work (including the billed time and value)
- (3) A copy of the first Partnership Refresh Proposal from BT
- (4) A copy of the updated Partnership Refresh Proposal from BT
- (5) Any documents (if they are not included in the above) substantiating the merits or otherwise of the assertion that BT has the potential to make a legal claim against the Council for £56million if it were to terminate the contract in accordance with the contract that is in force. This would be done in relation to calculations in Schedule 21 of the December 2006 version of the contract or some other agreement that is not currently known.[2]"
- 7. The council responded on 2 August 2011. In relation to parts (1) and (2) of the request, it stated that if the council were to provide details of Ernst & Young's fees or Terms of Reference, it would constitute an actionable breach of confidence and therefore section 41 of the FOIA applies. It further stated that to the extent that this commercially sensitive information is not covered by a duty of confidentiality, it will fall within the exemption at section 43 of the FOIA. The council also applied the exemption at section 41 to parts (3) and (4) of the request and the legal professional privilege exemption at section 42 to part (5) of the request.



- 8. The complainant requested an internal review on 5 August 2011. The council responded on 16 November 2011.
- 9. In relation to parts (1) and (2) of the request the council maintained it's reliance on section 41 and presented further arguments for its application. It also stated that the reasons for applying the exemption at section 43 and the public interest test were correct. However, it identified that some information was already in the public domain, i.e. the information contained within appendix 15e to the Cabinet Report of 29 June 2011, and provided a link to this information.
- 10. In relation to part (3) of the request, the council stated that it does not hold the requested information as Liverpool Direct Limited ('LDL') submitted the updated refresh proposal to the council and consequently the first proposal was withdrawn and returned to LDL. It further stated that officers involved with the first proposal have confirmed they do not hold a copy.
- 11. In relation to part (4) of the request, the council stated that it initially failed to identify that LDL had waived confidentiality on certain parts of the BT Refresh Proposal ('BTR') dated 27 May 2011 as some information had been released in the Cabinet report dated 29 June 2011. It stated that LDL also confirmed they will waive their right to confidentiality on further information within the BTR and has agreed to the release of a redacted form of the BTR. The council provided further details relating to the exemption at section 41. It also stated that there could be consideration for exemption under section 43 as to the intellectual property rights of the actual document but will not consider this further as it believes a significant amount of investigation and research would be required to validate this point and as it considers section 41 to be a robust argument the council can neither confirm or deny if section 43 is a valid exemption.
- 12. Finally, in relation to part (5) of the request, the council stated that on further investigation it has been established that legal advice was provided orally and briefed to officers and Members orally and therefore there is no information held by the council.

Scope of the case

13. The complainant contacted the Commissioner on 17 November 2011 to complain about the way his request for information had been handled. He specifically pointed out that part (5) of his request was not solely for legal advice but was for any documents substantiating the merits or otherwise of the assertion that BT has the potential to make a legal claim against the council for £56million.



- 14. Following the Commissioner's initial enquiries, the council provided the complainant with a further redacted version of the BTR on 10 January 2012. It stated that it would not have been clear from the redacted version of the BTR, sent in the internal review response of 16 November 2011, which information had previously been considered exempt as reasonably accessible elsewhere under section 21. Therefore to remedy this the council provided a further redacted report which does not include the redacted data under section 21. It also contained further information in respect of which BT had now waived confidentiality. The council confirmed that where information has been redacted the council are relying on section 41.
- 15. The council also stated, in relation to part (1) of the request, that some of the information contained in the engagement letter with Ernst & Young dated 7 June 2011 already existed in the public domain and it should have stipulated that it was considered exempt under section 21. The council clarified that it was the actual general terms and conditions engaged by Ernst & Young which it is claiming is exempt under section 41. To rectify this situation, the council provided a copy of the engagement letter but stated that it is Appendix B General Terms and Conditions that is exempt under section 41.
- 16. As a result of this, on 17 January 2012, the complainant confirmed that he would withdraw his complaint in relation to part (2) of the request as the statement of work provided to him outlined the cost of the job. Therefore, the Commissioner has not considered the application of section 41 or section 43 to part (2) of the request.
- 17. The Commissioner has also not considered the council's application of section 21 (cited by the council for this fist time during the investigation) as the information the council considers exempt under this section has been provided to the complaint.
- 18. In addition, the Commissioner has not considered the application of section 43 to part (1) or part (4) of the request. The council's correspondence with the Commissioner of 2 February 2012 suggested that it was now relying on section 41 alone for these parts of the request. The Commissioner sought clarification of this on the 20 February 2012 and the council confirmed that it was no longer seeking to rely on section 43.
- 19. On 2 February 2012, in relation to part (3) of the request, the council informed the Commissioner that it did in fact hold a copy of the first Partnership Refresh Proposal. It stated that in response to the Commissioner enquiries as to whether this document was held further searches were undertaken and the document was located. On 29 February 2012, the council provided the Commissioner with an



unredacted version of the information and arguments as to why the exemption at section 41 applies. The council stated that not all the information would be exempt but did not identify which parts of the information they would withhold. The Commissioner is therefore not in a position to decide whether the exemption applies until the council identifies which parts of the information it considers exempt. The Commissioner has therefore deemed it appropriate to consider the council's response to this part of the request as a separate case (reference FS50439016).

- 20. Also on 2 February 2012, the council provided the Commissioner with a further updated redacted copy of the BTR. The council did not send this to the complainant as it wished to await the Commissioner's decision.
- 21. For the avoidance of doubt, this decision notice considers the following:
 - The application of section 41 of FOIA to part (1) (Appendix B General Terms and Conditions).
 - The application of section 41 of FOIA to part (4) (redacted version of BTR as at 2 February 2012).
 - Whether information is held in relation to part (5).

Reasons for decision

Section 41

22. Section 41(1) of the FOIA provides that information is exempt from disclosure if it was obtained by the public authority from any other person and the disclosure by the public authority would constitute an actionable breach of confidence. The exemption is absolute and therefore not qualified by the public interest test set out in section 2 of the FOIA.

Information obtained from

- 23. The first step is for the Commissioner to consider whether the information was obtained by the council from any other person in order to satisfy the requirements of section 41(1)(a).
- 24. In relation to part (1), the council has confirmed that Appendix B was provided by Ernst & Young, is the property of Ernst & Young and was not negotiated, unlike the scope of services section (Appendix A) which has since been disclosed. The Commissioner considers that it is clear that



this information was obtained by the public authority from a third party therefore this requirement is satisfied.

- 25. In relation to part (4), the council confirmed that the BTR was provided to the council, by BT on a commercially confidential basis.
- 26. In deciding whether information has been "obtained from any other person", the Commissioner will focus on the content of the information rather than the mechanism by which it was imparted and recorded.
- 27. As the Commissioner was not clear whether the information constituted a mutually negotiated contract, the council provided further details. It advised that the BTR is not a contractual document but sets out suggestions for the council to consider. It further explained that the outcome of the refresh discussions informed the content of separate contract variation documentation signed by the parties which records the additions, amendments and variations to the original contract which came about as a result of the refresh discussions. The Commissioner therefore considers that information at part (4) was obtained by the public authority from a third party and therefore this requirement is satisfied.
- 28. Having established that the requested information was in fact obtained from another person, the Commissioner must next consider whether or not its disclosure to the public (otherwise than under the FOIA), would constitute a breach of confidence 'actionable' by that or any other person.

Actionable claim for breach of confidence

- 29. Whilst it is not the only test for establishing confidence, the Commissioner finds that the appropriate test for this case is that which is set out in the case of Coco v Clark [1969] RPC 41. According to the decision in this case a claim for breach of confidence can be established where:
 - "... three elements are normally required if ... a case of breach of confidence is to succeed. First, the information itself ... must 'have the necessary quality of confidence about it'. Secondly, that information must have been imparted in circumstances importing an obligation of confidence. Thirdly, there must be an unauthorised use of that information to the detriment of the party communicating it..."
- 30. All three elements must be present for a claim to be made. However, for that claim to be 'actionable' within the meaning of section 41(1)(b) of the FOIA, a public authority must establish that an action for breach of confidence would, on the balance of probabilities, succeed. This requires



consideration of whether or not there would be a public interest defence to such a claim.

Obligation of confidence

- 31. Even if information is to be regarded as confidential, a breach of confidence will not be actionable if it was not communicated in circumstances that created an obligation of confidence. An obligation of confidence may be expressed explicitly or implicitly.
- 32. Although there is no absolute test of what constitutes a circumstance giving rise to an obligation of confidence, the judge in *Coco v Clark*, suggests that the 'reasonable person' test may be a useful one. The test was described as follows:
 - "If the circumstances are such that any reasonable man standing in the shoes of the recipient of the information would have realised that upon reasonable grounds the information was being given to him in confidence, then this should suffice to impose upon him the equitable obligation of confidence."
- 33. In relation to part (1), Ernst & Young stated that under clause 25 of the terms of business attached to the engagement letter dated 7 June 2011, the terms of engagement are confidential and the council is not entitled to disclose them. The council has stated that it accepts this point as the clause identifies that information shall only be disclosed to a third party with agreement from both parties. The council also considered if there was an expected obligation of confidence when the information was communicated and stated that there was an implied duty of confidence which became a contractual duty once the engagement agreement was signed.
- 34. However, the Commissioner notes that a confidentiality clause in a contract is not enough in itself to prevent disclosure. If it were it would be relatively straight forward for all public authorities bound by the FOIA to opt out of their obligations under the FOIA. It is the Commissioner's view that there must be an actionable breach of confidence for the exemption to be engaged. Nonetheless, in this instance, the Commissioner accepts that there was an obligation of confidence.
- 35. In relation to part (4), the council has not submitted specific arguments to demonstrate that there was an obligation of confidence. The Commissioner notes that the document is marked 'confidential' and considers that this, along with the 'reasonable person' test described in paragraph 32, demonstrates that there was an obligation of confidence.



Necessary quality of confidence

- 36. Information will have the necessary quality of confidence if it is not otherwise accessible and if it is more than trivial.
- 37. The Commissioner is satisfied that the information in this case, being business terms and conditions and contract refresh proposals, is not trivial.
- 38. However, as stated above, this alone is not sufficient to indicate that the material has the necessary 'quality of confidence'. The Commissioner has therefore also considered whether the information is otherwise accessible.
- 39. In relation to part (1), the council considered if the information could be accessible by any other means. Ernst & Young confirmed to the council that their standard terms of business are not readily accessible and are only shared with clients who are subsequently bound by the confidentiality obligations contained within them, or prospective clients who are generally subject to non-disclosure agreement restrictions or at the very least an implied duty of confidence. The council also undertook an independent search via the Google search engine and confirmed that it was unable to retrieve a copy of the standard terms of business as provided to the council by Ernst &Young.
- 40. The complainant has submitted that he does not find it reasonable that the specific statement of work has been disclosed but not the general terms and conditions. He is of the opinion that if they are truly general terms and conditions they will have been seen by every purchaser of Ernst & Young's services as well as all its consultants and will most likely be widely understood throughout the business consultant sector. He also stated that if there was anything necessarily confidential within these standard terms, Ernst & Young could easily (as, in his opinion, it is fully within their paid-for expertise) have by now drafted a public set of standard terms and conditions for use for public authorities.
- 41. As Ernst & Young is a large global organisation, the Commissioner is of the opinion that hundreds of organisations must be aware of the terms and conditions and provided that a potential viable contract could be proposed, Ernst & Young would provide the proposer with the terms and conditions.
- 42. However, the Commissioner considers that information which is known only to a limited number of individuals will not be regarded as being generally accessible although information that has been disseminated to the general public clearly will be. It is clear from the confidentiality clause in the terms and conditions that Ernst & Young intend the



information to be confidential and that they have some control of the information. Therefore, because the information has only been disclosed to a limited, albeit relatively large, group of people, it isn't accessible to the general public, and therefore it does still have the quality of confidence and the Commissioner considers that this limb of the test is met.

- 43. In relation to part (4), the council explained that the approach it took when considering whether information remained exempt from disclosure was to consider in the first instance whether the information had a necessary quality of confidence including whether this information was otherwise accessible. The council conducted a search via the web utilising the Google search engine, considered what other information may be available via the council's intranet/internet website and finally whether information could be accessed via Companies House. As a result of these considerations the council and BT concluded that further information could be released as it can no longer be proven that this information is not accessible by any other means and this resulted in the disclosure of parts of the information to the complainant on 10 January 2012. The council confirmed that the remainder of the information that remains redacted would be exempt under section 41.
- 44. The Commissioner notes that the council did not specifically state that the remainder of the information was not accessible elsewhere. However, as the information which was found to be accessible by other means was released, it is reasonable to deduce that the information which remained redacted was not accessible elsewhere. The Commissioner has no reason to dispute the council's position and so considers that the BTR has the necessary 'quality of confidence' required for a breach of confidence claim.

Detriment to confider

- 45. Having considered whether the information in this case was imparted in circumstances giving rise to a duty of confidence and had the necessary quality of confidence and the Commissioner considered whether unauthorised disclosure could cause detriment to the confider.
- 46. In relation to part (1), the information being Ernst & Young's general terms and conditions, the council submitted that it had considered whether the unauthorised disclosure would cause specific detriment to the party which provided it or to any other party. The council asked Ernst & Young to comment on this; it responded that to disclose this information under the FOIA could give their competitors a competitive advantage in future bidding situations where Ernst & Young are competing against them. The council stated that it could find no argument to discount Ernst & Young's belief. The council also considered



how the request was made as requests to the council are made through a number of different channels. It confirmed that this request was made via the whatdotheyknow.com website, stated that requests made via this forum are far more accessible than if the request had been made via a personal email account, and that it had received 500 requests from this website. It stated that access to Ernst & Young's standard terms and conditions would be increased as a result of the information being available via the whatdotheyknow.com website.

- 47. The council also stated that it believes there is an increased risk to the council's future negotiation and bargaining position in the market place as it is imperative that there is a level of trust between 3rd parties when commissioning work of this nature.
- 48. The Commissioner's view is that it is not appropriate to consider the council's submission relating to the detriment to the council as it is only detriment to the confider that can be taken into account when considering whether there would be an actionable breach of confidence.
- 49. In addition, the Commissioner has not taken into account the council's argument relating to the whatdotheyknow.com website, detailed in paragraph 46, as he considers any disclosure under the FOIA to be disclosure to the world at large.
- 50. Having studied the withheld information, the Commissioner is not convinced that disclosure would be detrimental to Ernst & Young. The arguments supplied do not convince the Commissioner that detriment would result from disclosure. This is because the argument that competitors would see the terms on which they engage this particular supplier doesn't account for the generic nature of the withheld information. The Commissioner notes Ernst & Young's unwillingness to agree to disclosure, however, it is the Commissioner's view that such unwillingness is not enough in itself to warrant non disclosure. Such resistance must be supported by convincing arguments that demonstrate the detriment that would be experienced if the confidence was breached. He considers that the claimed detriment hasn't been demonstrated sufficiently and therefore the test of confidence fails on this limb and section 41 does not apply.
- 51. In relation to part (4), the council stated that as the proposals were subject to further negotiations, to disclose them would breach the commercial confidentiality of BT. It explained that BT are regular bidders in this area of work and to disclose their original commercial offers and then the parameters of their negotiations would breach their commercial confidentiality as it may prejudice their position when bidding for other contracts. BT have stipulated that they understand the obligations the council faces under the FOIA legislation and wishes it to be



acknowledged that they have entered into the spirit of FOIA by agreeing to waive confidence on some of their information, albeit some of which already existed in the public domain, however, it maintains that they can only bid effectively if both the council and BT can share commercially sensitive information with each other on a confidential basis. The council also stated that the argument for section 41 is reinforced on the basis that the contract variation documentation has not been finalised.

- 52. The Commissioner notes that the information is a contract refresh proposal and BT were not, in this situation, competing with other companies for the contract. The Commissioner also notes that BT, in relation to the original contract for this work, which is the subject of decision notice FS50273227, stated that the terms were a "bespoke" agreement between BT and the council. The Commissioner notes that "bespoke" generally means custom-made. It is therefore his view that the information is contract specific to match the specific requirements of both parties. All contracts differ; even existing contracts that expire and come up for re-tender. Often requirements change and it is therefore difficult to see from reviewing the withheld information itself or from the arguments presented exactly how this information would be likely to be beneficial to BT's competitors or how BT would be likely to be placed at a disadvantage in the future should disclosure be ordered.
- 53. The Commissioner has also considered the length of the contract in this case. He notes that the contract expires in 2017 and considers that due to future changes in the market, the information would not necessarily be useful to future bidders.
- 54. BT have also argued that the actual document is their intellectual property and releasing the document would give their competitors an insight in how they prepare and present their data. Their competitors would not be able to get this information from any other source and it would disadvantage BT against their competitors in future negotiations.
- 55. The Commissioner acknowledges that clear presentation in a bidding situation can be a selling point. However, in this particular case, the redactions still allow the style and manner of BT's preparation and presentation to be seen, for example, the tables and general layout can still be seen. The Commissioner therefore considers this to be a weak argument.
- 56. In relation to part (4), the Commissioner considers that the council has not supplied convincing arguments that demonstrate the detriment that would be experienced if the confidence was breached. He also considers that the detriment is not obvious from the content of the information



itself. Therefore the test of confidence fails on this limb and section 41 does not apply.

Conclusion on section 41

- 57. In relation to part (1) of the request, the Commissioner has decided that there was an obligation of confidence, that the information had the necessary quality of confidence, albeit weak, but the detriment limb of the confidence test has not been demonstrated and therefore it has not been shown that there would be an actionable claim for breach of confidence and the exemption at section 41 does not apply.
- 58. In relation to part (4) of the request, the Commissioner has decided that there was an obligation of confidence and the necessary quality of confidence but due to the detriment not being sufficiently demonstrated it has not been shown that there would be an actionable breach of confidence and therefore the exemption at section 41 does not apply.

Section 1 – Is the information held in relation to part (5)?

- 59. Sections 1(1)(a) and (1)(1)(b) of the FOIA state that any person making a request for information is entitled to be informed by the public authority whether it holds the information and if so, to have that information communicated to him.
- 60. The complainant has asserted that it is simply not credible that the figure of £56 million was presented to the council, as a potential legal claim against it, as part of the case to continue the contract and there be no other record which could lead to an understanding of the basis on which the calculation was made. He has further stated that the public have a right to "ascertain whether there was any substance to this crucial part of the negotiations that closed the contract renewal on these terms".
- 61. During the investigation, the Commissioner noted that the council, in response to FOI request 170888 (made by another requestor), stated that it holds some information related to the potential claim of £56million and had applied the exemption at section 42 of FOIA. Therefore, in correspondence with the council, the Commissioner commented that as it would appear that FOI request 170888 and part (5) of this request relate to the same information, could the council clarify whether it maintained that no recorded information exists or whether information is held to which the council wish to apply section 42. The Commissioner also made enquiries as to the searches carried out to establish whether information was held.
- 62. The Commissioner ensured that the council was aware that part (5) of the request was not solely for legal advice but was for *any* documents



substantiating the merits or otherwise of the assertion that BT has the potential to make a legal claim against the council for £56 million.

- 63. The council explained that it initially failed to consider the request in its entirety by only considering legal documentation. It stated that it had consulted further with the officer who had responsibility for reviewing the proposals from BT in relation to the contract refresh. It explained that the officer at the time was the Assistant City Solicitor – Litigation and therefore the officer's knowledge and understanding of the law enhanced their understanding on this legal aspect of the contract. The council confirmed that external legal advice was sought but this was verbal advice and the council holds no information in relation to this. The officer has identified that although it was clear in their mind that there was a liability it was prudent to seek a second opinion via an external source. A face to face meeting was convened where the officer talked through their understanding of the effect of the clauses leading to the potential claims and the external advisor, who had access to the LDL contract during this meeting, agreed with their understanding. The officer has commented that as the principle of liability was not a complex legal issue there was no requirement to receive written confirmation from the external advisor.
- 64. The council also confirmed that it contacted BT regarding the information requested under part (5) who confirmed that no additional information or documentation was sent to the council relating to the potential claim of £56 million.
- 65. In relation to the Commissioner's reference to FOI request 170888 which suggested that the council did in fact hold information pertaining to legal advice and section 42 was relied upon, the council confirmed it had considered that response and would agree that the intimation is that information was held. However, the council explained that the response was contradictory because later it stated no information was held so the application of section 42 was applied on the hypothesis if information had been held.
- 66. In reaching a decision the Commissioner has considered if the requested information was what he would expect the council to hold and whether there was any legal requirement or business need for the council to hold the information. The complainant clearly expects that the council should hold the information and the Commissioner is of the opinion that it appears unusual for there to be no formal record relating to the merits of a claim of such high value. However, the Commissioner has been given no evidence on which to dispute the Assistant City Solicitors explanation that there is no recorded information because the issue was dealt with using their own expertise and unrecorded verbal advice.



67. The Commissioner also considered whether the council had any reason or motive to conceal the requested information but could not identify one.

68. In the circumstances, the Commissioner does not consider that there is any evidence that would justify refusing to accept the council's position that it does not hold the information requested in this case. The Commissioner is therefore satisfied that on the balance of probabilities, the information requested is not held by the council. Accordingly, he does not consider that there was any evidence of a breach of section 1 of the FOIA.

Procedural requirements

- 69. Sections 1(1)(a) and (1)(1)(b) of the FOIA state that any person making a request for information is entitled to be informed by the public authority whether it holds the information and if so, to have that information communicated to him.
- 70. Section 10(1) of the FOIA states that a public authority in receipt of a request for information has a duty to respond within 20 working days.
- 71. As the initial response took more than 20 working days and the Commissioner has found that the withheld information in relation to parts (1) and (4) of the request should have been disclosed, the council have breached sections 1(1)(a), 1(1)(b) and (10)(1) of the FOIA.

Other matters

Although they do not form part of this Decision Notice the Commissioner wishes to highlight the following matters of concern:

- 72. The Commissioner notes that the council took 14 weeks to respond complainant's request for an internal review. The complainant's internal review request was made on 5 August 2011 but the council did not respond until 16 November 2011.
- 73. As he has made clear in his published guidance on internal reviews, the Commissioner considers that internal reviews should be completed as promptly as possible. While no explicit timescale is laid down by the Act, the Commissioner's view of a reasonable time for completing an internal review is 20 working days from the date of the request for review and (in exceptional circumstances) no later than 40 working days.
- 74. The council should ensure that internal reviews are carried out promptly in future.



Right of appeal

75. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)
GRC & GRP Tribunals,
PO Box 9300,
LEICESTER,
LE1 8DJ

Tel: 0300 1234504 Fax: 0116 249 4253

Email: <u>informationtribunal@hmcts.gsi.gov.uk</u>

Website: www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/information-rights/index.htm

- 76. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.
- 77. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

Sianed	•••••
Signica	

Lisa Adshead
Group Manager
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF