

Our reference: CC-2

19 January 2017

By email to:

Dear ,

### **Freedom of Information request – Acknowledgement**

I refer to your request for documents under the *Freedom of Information Act 1982 (FOI Act)*. Specifically you asked for:

*<p>“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.”</p>*

We received your request on 19 January 2017 and the 30-day statutory period for processing your request started from the day after that date. You should therefore expect a decision from us by 14 February 2017. The 30-day period may be extended by a further 30 days if we need to consult third parties or for other reasons.

You will be notified in writing if we need to consult third parties and an extension of time is required.

The FOI Act and the *Freedom of Information (Charges) Regulations 1982* allow agencies to charge for access to documents that do not contain the personal information of the person making the FOI request. We will write to you if we decide you are liable to pay a charge to access the documents you requested.

The information released in response to your request may later be published online on our disclosure log, subject to certain exceptions. For example, personal information will not be published when this would be unreasonable.

Please tell us if your contact details change. If you need any more information, please reply by email.

Yours sincerely,

Xpand IT  
Customer Feedback & Information Access