

Reference: 1582691

Information Requests
Information.requests@ofcom.org.uk

13 April 2023

Freedom of Information: Right to know request

Thank you for your request for information about Ofcom staff responsible for FOIAs and DPAs.

We received this request on 14 March 2023 and have considered it under the Freedom of Information Act 2000 (“the Act”).

Your request and our response

1. *Does your authority have a team responsible for responding solely to information requests made under FOIA and another responsible for responding solely to DPA requests or are all information requests dealt with collectively by a single team?*

Requests made under the FOIA and DPA are handled by the same team.

2. *Please provide an overview of the structure of your Access to Information department including Job Titles and Pay Grades, for example:
2 x Access to Information Managers (Pay Grade 3)
10 x Access to Information Officers (Pay Grade 4)
2 x Administrative Assistants (Pay Grade 5)*

The Information requests team currently has 3 permanent members, including a manager.

3. *Please provide Job Descriptions and Salary for all posts included in your answer to Q.2.*

We do not hold job descriptions for this team. Ofcom has published salary scales [here](#)

I hope this information is helpful. If you have any further queries, then please send them to information.requests@ofcom.org.uk quoting the reference number above in any future communications.

Yours sincerely,

Information requests

If you are unhappy with the response you have received in relation to your request for information and/or consider that your request was refused without a reason valid under the law you may ask for an internal review. If you ask us for an internal review of our decision, it will be subject to an independent review within Ofcom.

The following outcomes are possible:

- the original decision is upheld; or
- the original decision is reversed or modified.

Timing

If you wish to exercise your right to an internal review **you should contact us within two months of the date of this letter**. There is no statutory deadline for responding to internal reviews and it will depend upon the complexity of the case. However, we aim to conclude all such reviews within 20 working days, and up to 40 working days in exceptional cases. We will keep you informed of the progress of any such review. If you wish to request an internal review, you should contact information.requests@ofcom.org.uk.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Further information about this, and the internal review process can be found on the Information Commissioner's Office [here](#). Alternatively, the Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF