



London Borough of Barnet,
2 Bristol Avenue,
Colindale,
London NW9 4EW
3 March 2020
Our ref: 6044489

Thank you for your request received on 4 February 2020, for the following information:

**Under the Freedom of Information act I request the following information:
In a report titled 'FOI Good Practice, A survey of London Local Authorities' published by the Campaign for Freedom of Information, it states that 'Barnet specifies that not just press requests but those from 'bloggers and campaigners' should also be sent to the Communications team, along with any other requests that 'may attract media attention'. Please can you provide me with a copy of this policy or page from the relevant instruction manual, and please can you clarify whether FOI requests made by bloggers and campaigners relating to either the Capita CSG contract, Capita Re contract or services provided by Capita to Barnet, are also sent to Capita's national communications or press team prior to issuing the response to the blogger or campaigner who made the request.**

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and it is attached/ the answers to your questions are below

Please find attached FOI abd EIR policy and FOI toolkit from 2015 to which the text refers to in the Campaign for Freedom of Information survey (March 2019) report.

The policies and procedures have been updated and were made GDPR compliant in 2018. I have attached these for reference purposes,

The Council does not involve Capita Commsunications in any of its responses, and this would not be something we'd do or recommend.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.