



London Borough of Barnet,
2 Bristol Avenue,
Colindale,
London NW9 4EW
23 March 2020
Our ref: 6203988

Thank you for your request received on 18 March 2020, for the following information:

Under the Freedom of Information Act 2000, I seek the following information about the Barnet Local Education Authority Backup Policy for the Barnet Local Education Authority's Office 365 deployment.

- 1. Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?**
- 2. If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.**
- 3. If a system or service is in place to backup Barnet Local Education Authority's Office 365 environment can you confirm the retention period the data is stored for?**
- 4. Who in Barnet Local Education Authority is responsible for the protection of your critical data?**

If you need any clarification, then please do not hesitate to contact me and I'd be happy to help. If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

I would be grateful if you could confirm in writing that you have received this request, and I look forward to hearing from you within the 20-working day statutory time period.

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

Response

The council holds the information requested and the answers to your questions are below

- 1. Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?**

Yes

2. If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.

This is part of Office 365 solution

3. If a system or service is in place to backup London Borough of Barnet's Office 365 environment can you confirm the retention period the data is stored for?

Part of Office 365 and subject to data retention policy

4. Who in London Borough of Barnet is responsible for the protection of your critical data?

Lucy Martin, Data Protection Officer email: data.protection@barnet.gov.uk

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.

