

Classification: OFFICIAL - PRIVATE AND CONFIDENTIAL CORRESPONDENCE

Dear Ms Cordell

Many thanks for your email below. I am sorry to hear you did not receive a reply back to your email of 22<sup>nd</sup> December.

I confirm that the documents you have provided are satisfactory and your subject access request should be progressed. Concetta will be back in the office on Monday so I will ensure to follow up matters with her then and will also ask her to make contact with you directly.

Kind regards

Dionne Grant  
Statutory Complaints Manager - Gateway Services  
Finance, Resources and Customer Services  
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Thomas Hardy House  
39 London Road  
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Enfield Council is committed to serving the whole Borough fairly, delivering excellent services and building strong communities.

\*THINK BEFORE YOU PRINT\*

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]

**Sent:** 13 January 2017 12:02

**To:** Dionne Grant

**Subject:** FW: SAR 251 [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Dear Dionne Grant

Please see the below emails and the attached documents.

I do get an auto reply which says

Thank you for your email. I will be back in the office on Monday

My emails are not being monitored during my absence. I will respond as soon as possible following my return to work.

For any urgent matters which cannot wait until then, please contact [Dionne.grant@enfield.gov.uk](mailto:Dionne.grant@enfield.gov.uk).

I work Mondays, Tuesday mornings and Wednesday .

Could you please address this as i did not get a reply back from my email i sent on 22/12/2016 as of yet also