

**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 26 February 2016 17:25  
**To:** 'HHASC FOI Mailbox'  
**Subject:** RE: Enfield Council Subject Access Request Simon Cordell

Dear Nicholas Foster

Yes that will be fine, will it be ok if the ID are shown when I pick them up, and pay the £10 Fee

But if you need the £10 fee before this can be sorted please just let me know.

Regards

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**From:** Nicholas Foster [<mailto:Nicholas.Foster@Enfield.gov.uk>] **On Behalf Of** HHASC FOI Mailbox  
**Sent:** 26 February 2016 15:40  
**To:** Lorraine Cordell  
**Cc:** HHASC FOI Mailbox  
**Subject:** RE: Enfield Council Subject Access Request Simon Cordell

Dear Ms Cordell

Thank you for your emails. I apologise for the delay in acknowledging. The response is due by 8 March 2016.

Should we locate any records, we will need to see documentation to verify Mr Cordell's identity and signature , also your ID, before we can release them. In addition to this, we also require the £10 fee.

Regards

Nicholas Foster  
Complaints and Access to Information Manager - Gateway Services  
Finance, Resources and Customer Services  
0208 379 6498  
Enfield Council  
Silver Street  
Enfield  
EN1 3XY

Enfield Council is committed to serving the whole Borough fairly, delivering excellent services and building strong communities.

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**From:** Lorraine Cordell [<mailto:lorraine32@blueyonder.co.uk>]  
**Sent:** 15 February 2016 10:29  
**To:** Nicholas Foster  
**Subject:** RE: Enfield Council Subject Access Request Simon Cordell

Dear Nicholas Foster

I sent you a Subject Access Request on the 27/01/2016 along with a letter of authority; I was given your email as was told you are the person that deals with Subject Access Requests. I did get a read reply but have not had an email back saying you are dealing with this request. I know a Subject Access Request can take up to 40 days to deal with. But i do not want to be waiting 40 Days and then find out you are the wrong person to deal with this request.