

- If you are withholding any information I have asked for please make me aware of this and the reason as to why the data is being denied.

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at [www.ico.org.uk/](http://www.ico.org.uk/)

Yours faithfully



Mr Simon Cordell