

XXXX XXXX

[By e-mail: XXXX@XXXX]

XXXX XXXX

Department for Transport
Information Rights Unit
Zone D/04
Ashdown House
Sedlescombe Rd North
St Leonards on Sea
East Sussex
TN37 7GA

Web Site: www.dft.gov.uk

Our Ref: F0007413

23rd March 2011

Freedom of Information Request - F0007413

Dear XXXX,

I am writing to confirm that the Department has now completed its search for the information which you requested on 23rd February 2011. You asked for the:

- 1. Structure of your 'information compliance' team (ie the team that advises on FOI, Data Protection and Records Management matters): preferably an org chart of the team but if no org chart exists, just a list of the team's job titles will suffice.***
- 2. For each job title above, please provide the salary of that post. If you cannot for DPA reasons, please provide the salary as a band (eg £30,000-£35,000) in accordance with guidance from the Information Commissioner.***
- 3. For each job title above, please let me know how long each member of the team has been in post.***

On the 25th February 2011 you confirmed that you were just interested in the central department's Information Rights & Records Unit (IRRU), not those of DfT's agencies.

I will answer your questions in the order that you raised them.

Question 1

The DfT(c) IRRU reports to a Senior Civil Servant Pay Band 1 who is the Head of Organisation & Accident Investigation Division in General Counsel's Office. I enclose with this response an organogram showing the structure of the team which is made up of the following posts:

Departmental Information Rights and Records Officer – Grade 7 officer / PB6N.
Departmental Data Protection Officer – Senior Executive Officer / PB5N.
Information Rights & Records Advisors x3 – Higher Executive Officer / PB4N.
Deputy Departmental Records & Data Protection Officer – Higher Executive Officer / PB4N.
Data Protection Administrators x2 (one post currently vacant) – Administrative Officer / PB2N.

Question 2

The current national salary bands for each post as at 1st August 2010 are as follows:

Grade 7 / PB6N - **£42,643 - £51,781.**

Senior Executive Officer / PB5N - **£33,516 - £39,225.**

Higher Executive Officer / PB4N - **£27,653 - £31,694.**

Administrative Officer / PB2N - **£19,426 - £20,355.**

Question 3

The length of service for each post holder shown in complete years is given below:

Departmental Information Rights and Records Officer – **7 years.**

Departmental Data Protection Officer – **6 years.**

Information Rights & Records Advisor 1 – **4 years.**

Information Rights & Records Advisor 2 – **3 years.**

Information Rights & Records Advisor 3 – **2 years.**

Deputy Departmental Records & Data Protection Officer – **2 years.**

Data Protection Administrator – **4 years.**

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. A copy of this response and the information provided may now be published on our website together with any related information that will provide a key to its wider context.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/04
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,

XXXX XXXX

Your right to complain to [DfT/Agency] and the Information Commissioner

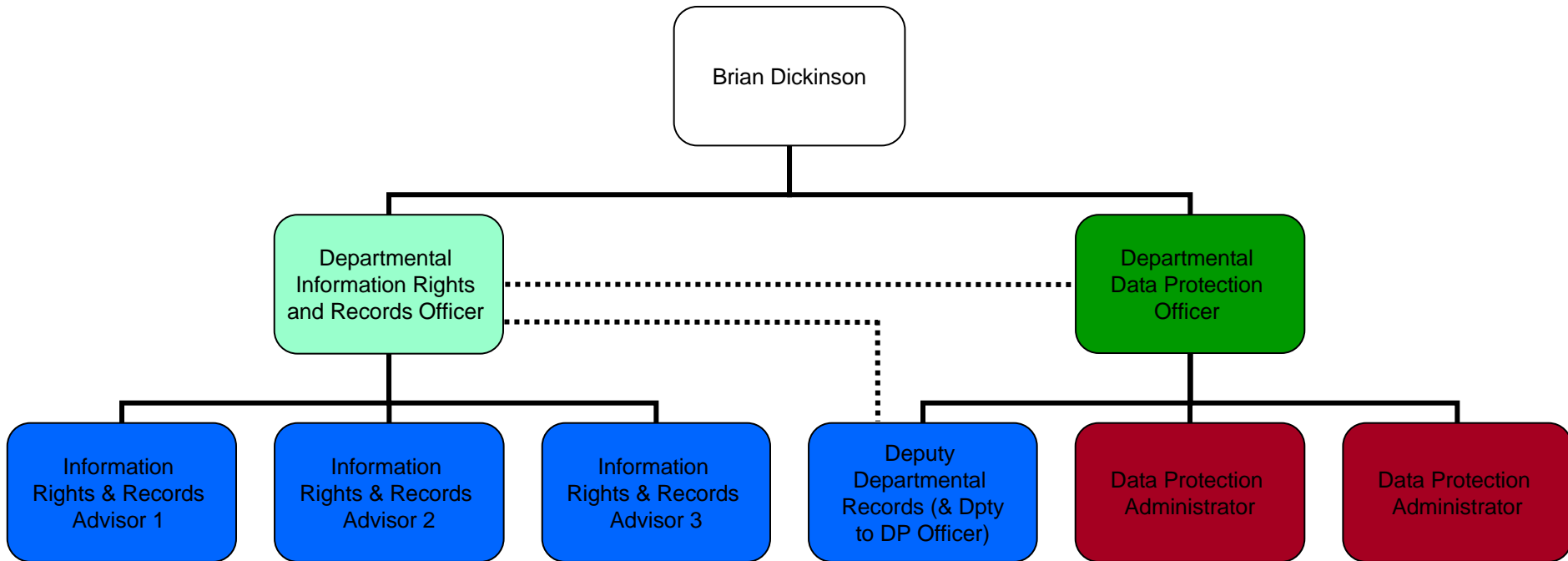
You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

IRRU Organogram



	PB7
	PB6
	PB5
	PB4
	PB3
	PB2
	PB1