



Information Governance Team

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13 December 2024

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI670358235

Thank you for your request for information relating to teams responsible for FOI requests.

You have requested the following information:

Please can you provide the team or teams names who all respond to Freedom of Inform requests and list the number of people in these teams. If it is not a team, please list the job title with the number of people with that title.

For example Information Governance Team with 5 people or 2 FOI Officers.

Every employee at Coventry City Council has a responsibility to ensure they are aware of their role and responsibility in relation to identifying and processing requests.

The Council's Information Governance Team is responsible for management and coordination of the responses. The Information Governance team structure is shown below:

Head of Information Governance: One (currently vacant)

Information Governance Officer: Three members

Information Governance Assistant: Two members.

SAR Processing Officer: Four.

Police Disclosure Officer: One.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can

also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance