

Our Ref: PW/AKB/FOI-09-100

Stafford Education & Enterprise Park  
Weston Road  
Stafford  
ST18 0BF

12<sup>th</sup> October 2022

Telephone: 0300 123 1461

Sent by email

Dear

**FOI FOI-09-100:  
Your request for information under the Freedom of Information Act 2000**

Thank you for your request dated the 2<sup>nd</sup> September 2022 and our subsequent email of the 20<sup>th</sup> September 2022 advising that we require a 20 day extension in order to carry out a Public Interest Test on the information requested. This has now been completed and therefore, please see our responses in blue below / attached:

**I am interested in the most recent tender that was placed for Staffordshire GP Out of Hours Services.**

**I would like to request copies of the submitted tender for the winning bidder please. This will include all submitted responses and attachments.**

Please find attached documentation as requested.

Personal data has been exempted in the contract document under Section 41 of the Freedom of Information Act where complying with the request would be a breach of confidence. The list of documents not provided are as follows:

- 1.12.4 – Information Security Employee Handbook
- 1.21 – Data Protection GDPR Information Handbook
- 1.21 – Security Employee Handbook
- 1.21.3 – IG P11 Access Control Policy
- 1.21.3 – Records Retention Policy
- 1.21.3 – Appropriate use of Email Policy
- 1.21.3 – Document Classification Policy
- 1.21.4 – Data Subject Access Request Policy
- 1.21.4 – Document Classification policy
- 1.21.4 – Encryption Policy
- 1.21.4 – SIRI Policy
- 1.21.4 – IG P11 Access Control Policy
- 1.21.4 – Records retention Policy
- 1.21.4 – Data Protection GDPR Info Handbook

**Chair:** Prem Singh

**Interim Chief Executive Officer:** Peter Axon

- 1.21.5 - Appropriate use of email Policy
- 1.21.5 - Data Protection GDPR Info Handbook
- 1.21.5 – Encryption Policy
- 1.21.5 – Information Security Employee handbook
- 1.21.6 – IG SIRI
- 1.23 – Financial Templates

Please be advised that person-identifiable details, such as employees names or contact details, are ruled exempt under Section 40(2).

Some elements of the contract document disclosed are exempt under section 43 (1) and 43 (2) of the Freedom of Information Act, which says that information is exempt if its disclosure under FOIA would, or would be likely to, prejudice the commercial interests of any legal person (including the ICB as public authority holding it). A “Public Interest Test” (PIT) and “Prejudice Test” has been undertaken to support our stance for these areas as described / withheld, which is also enclosed herewith.

### **Right of Appeal**

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

### **To request an internal review**

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at [StaffsStokeFOI@staffsstoke.icb.nhs.uk](mailto:StaffsStokeFOI@staffsstoke.icb.nhs.uk) or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner’s Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board FOI complaints procedure.

The ICO can be contacted at:

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

[www.ico.gov.uk](http://www.ico.gov.uk)



**Staffordshire and  
Stoke-on-Trent**  
Integrated Care Board

Yours sincerely

**Paul Winter**  
**Deputy Director of Corporate Governance,**  
**Compliance & Data Protection/Data Protection Officer**