

Data Protection Impact Assessment (DPIA) Template

A DPIA is designed to describe your processing of personal and sensitive data, and to help manage any potential harm to individuals in the use of their information. DPIAs are also important tools for demonstrating accountability, as they help you as a Controller to comply with the requirements of the Data Protection legislation. Non-compliance with DPIA requirements can lead to fines imposed by the Information Commissioners Office (ICO); this includes not carrying out a DPIA at all.

Background information	
Completion date of DPIA	12/09/2024
Title of the activity/processing	All-Age, All System Autism Strategy: Autism Mapping and Engagement Project
Who is the person leading this work?	Derek Gravett-Smith/Bhavna Taank
Who is the Lead Organisation?	Oxfordshire County Council (Live Well Joint Commissioning Team, HESC)
Who has prepared this DPIA?	Ruby Sweetman / Alex Wheeler
Who is your Data Protection Officer (DPO)?	Simon Harper
Describe what you are proposing to do (Include as much background information as you can about why the new system / change / sharing / processing is required.)	There is a national requirement for the council to have an Autism Strategy in place. The Council has commissioned an external provider to carry out the data gathering, gap analysis, and engagement work as part of gathering information to help produce the All-Age, All System Autism Strategy.
Are there multiple organisations involved? (If yes, list them and their key contact for this work.)	The HESC Commissioning Teams – Start Well and Live Well will be working with the external provider to share data and information on services for autistic people, council data and there may be some anonymised information or data required to support with the data gathering, gap analysis and engagement work required with stakeholders. The All-Age, All System Autism Strategy will cover Oxfordshire ICB and Health. Social Care Institute for Excellence, Claire Webster
Are there any other Key Stakeholders that should be consulted or involved in this DPIA? (If yes, list them and their key contact for this work.)	Start Well Commissioning Team – Children’s.
Has anything similar been undertaken before?	Yes, there have been other strategies in place, The Transforming Care Plan 2016-2019. There was also an Oxfordshire Learning Disability Strategy – The Big Plan 2015 – 2019 which included some information for Autism. This strategy will solely cover Autism.

There are situations where a DPIA **should be considered** or where a DPIA is a **legal requirement**. If you tick the criteria below it is highly recommended that you undertake a DPIA; and if you decide not to, you must document the reasons for your decision .

You as Controller MUST carry out a DPIA where you plan to:	Tick or leave blank
Use profiling or automated decision-making to make significant decisions about access to a service or benefit	<input type="checkbox"/>
Process special category data or criminal offence data on a large scale	<input type="checkbox"/>
Monitor a publicly accessible place on a large scale	<input type="checkbox"/>
Use innovative technology in a way that may be considered intrusive	<input type="checkbox"/>
Carry out profiling on a large scale	<input checked="" type="checkbox"/>
Process biometric or genetic data	<input type="checkbox"/>
Combine, compare or match data from multiple sources	<input checked="" type="checkbox"/>
Process personal data without providing a privacy notice directly to the individual	<input type="checkbox"/>
Process personal data in a way that involves tracking individuals' online or offline location or behaviour	<input type="checkbox"/>
Process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them	<input checked="" type="checkbox"/>
Process personal data that could result in a risk of physical harm in the event of a security breach.	<input type="checkbox"/>

You as Controller should consider carrying out a DPIA where you:	Tick or leave blank
Plan any major project using personal data	<input type="checkbox"/>
Plan to do evaluation or scoring	<input type="checkbox"/>
Plan any systematic monitoring	<input type="checkbox"/>
Process sensitive data or data of a highly personal nature	<input type="checkbox"/>
Process data on a large scale	<input checked="" type="checkbox"/>
Include data concerning vulnerable data subjects	<input type="checkbox"/>
Plan to use innovative technological or organisational solutions.	<input checked="" type="checkbox"/>

If you do not think you need to complete a DPIA after reading the two checklists above please submit this to the **information management team** for review and approval, otherwise please complete the rest of section 1 before submission.

Information Management Team Use

Review completed by		Date
DPIA not required approved by	Required	

1. Categories of data, legal basis, responsibility, confidentiality, purpose, collection and use		
1.1. Categories of data		
What data/information will be used? (Tick all that apply.)	Tick or leave blank	Go on to complete:
Personal Data	<input checked="" type="checkbox"/>	1.2 below
Special Categories of Personal Data	<input type="checkbox"/>	1.2 AND 1.3 below
Personal Confidential Data	<input type="checkbox"/>	1.2 AND 1.3 AND 1.6 below
Sensitive Data (usually criminal or law enforcement data)	<input type="checkbox"/>	1.2 below AND speak to your IG team
Pseudonymised Data	<input checked="" type="checkbox"/>	1.2 below. Consider at what point the data is to be pseudonymised
Anonymised Data	<input checked="" type="checkbox"/>	Consider at what point the data is to be anonymised
Commercially Confidential Information	<input type="checkbox"/>	Consider if a DPIA is appropriate
Other	<input type="checkbox"/>	Consider if a DPIA is appropriate
1.2. Legal basis		
Processing must have a lawful basis. Identify which of the following you believe justifies your processing and explain why in the relevant box. You can select more than one if applicable.		
UK GDPR Article 6 (1)		
a) the data subject has freely given their clear consent <i>Consent must be freely given, clear and unambiguous. The data subject must know what they are consenting to; or give consent by proxy where they do not have capacity to give it themselves. Remember, consent can be withdrawn at any time.</i>		Tick or leave blank <input checked="" type="checkbox"/>
Why are you relying on consent? What is the process for obtaining and recording and withdrawing consent? <i>How, where, when, by whom, including tracing withdrawal through any systems/sharing.</i> As part of gathering information the Service Provider will be undertaking / hosting Engagement Sessions with stakeholders – including experts by experience. It is not planned for the Service Provider to directly contact individuals but will provide promotional information which will be shared with organisations and providers to send out to people who they work with. During Engagement sessions, case studies and people’s experiences may be captured. This may have some identifying information for example the person’s first name. Individuals will provide this information and be informed of what it is being captured for. Consent forms will be available for people to complete. Photography may be taken during engagement sessions and notices for this will be displayed and consent forms completed should photographs be used. The Council’s policy / best practice guidance will be followed of coloured stickers to indicate if people are not happy for photographs of them to be taken.		
b) it is necessary for the performance of a contract to which the data subject is party <i>The contract needs to be between the Controller and the individual and not concern data being processed due to someone else having a contract with the Controller.</i>		Tick or leave blank <input type="checkbox"/>

<p>c) it is necessary under a legal obligation to which the data controller is subject <i>A legal obligation mandates processing of data as a task in itself.</i></p>	<p>Tick or leave blank <input type="checkbox"/></p>
<p>What legislation or legal obligation requires you to undertake this processing?</p>	
<p>d) it is necessary to protect the vital interests of the data subject or another natural person <i>This only applies when you need to process data to protect someone's life. It must be necessary and can also apply to protect another person's life. Emergency interventions are likely to fall into this category, but planned care would not. You may need to process a parent's data to protect the life of a child. The individual concerned is unlikely to be able to provide consent physically or legally; if you are able to gain consent then vital interest will not apply.</i></p>	<p>Tick or leave blank <input type="checkbox"/></p>
<p>How will you protect their vital interests by undertaking this activity? Click here to enter text.</p>	
<p>e) it is necessary for the performance of a task carried out in the public interest or under official authority vested in the Controller <i>This is different to Legal Obligation. If you are processing data under Public Interest then you should be able to identify a specific task, function or power that is set out in law. The processing must be necessary to achieve that task set out in law.</i></p>	<p>Tick or leave blank <input type="checkbox"/></p>
<p>What statutory power or duty does the Controller derive official authority from?</p>	
<p>f) it is necessary for the legitimate interests of the Controller or third-party <i>Public authorities can only rely on legitimate interests if they are processing for a legitimate reason other than performing their tasks as a public authority.</i></p>	<p>Tick or leave blank <input type="checkbox"/></p>
<p>What are the legitimate interests you have? Click here to enter text.</p>	

1.3. Sensitive data
When using special categories of personal data, a condition for processing under Article 9 of the UK GDPR must be satisfied in addition to a legal basis under Article 6.

Article 9 (2) conditions are as follows:

<p>a) the data subject has given their explicit consent to the processing of their personal data for one or more specified purposes <i>Requirements for consent are the same as those in section 1.2 above.</i></p>	<p>Tick or leave blank <input checked="" type="checkbox"/></p>
<p>b) it is necessary for the purposes of employment, social security or social protection <i>See Data Protection Act 2018 Schedule 1 Part 1 for detail on how this applies.</i></p>	<p>Tick or leave blank <input type="checkbox"/></p>
<p>c) it is necessary to protect the vital interests of the data subject or another natural person where they are physically or legally incapable of giving consent</p>	<p>Tick or leave blank <input type="checkbox"/></p>

<i>Requirements for vital interest are the same as those in section 1.2 above.</i>	<input type="checkbox"/>
d) it is necessary for the operations of a not-for-profit organisation such as political, philosophical, trade union and religious body in relation to its members <i>This is not applicable for public authorities, nor does it relate to voluntary and charitable sector partners.</i>	Tick or leave blank <input type="checkbox"/>
e) the data has been made public by the data subject <i>This may be published or provided or otherwise made public by the data subject, or in the public domain as a result of their actions, not other persons or actions.</i>	Tick or leave blank <input type="checkbox"/>
f) for the establishment, exercise or defence of legal claims or for courts acting in their judicial category <i>This is only applicable in certain circumstances and will be specifically for a required legal purpose, not the day to day business of proceedings.</i>	Tick or leave blank <input type="checkbox"/>
g) substantial public interest, proportionate to the aim pursued and with suitable and specific measures to safeguard the rights and interests of the data subject <i>See Data Protection Act 2018 Schedule 1 Part 2 for detail on how this applies.</i>	Tick or leave blank <input type="checkbox"/>
h) it is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services <i>See Data Protection Act 2018 Schedule 1 Part 1 for detail on how this applies.</i>	Tick or leave blank ✓
i) it is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices <i>See Data Protection Act 2018 Schedule 1 Part 1 for detail on how this applies.</i>	Tick or leave blank <input type="checkbox"/>
j) it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes (in accordance with Article 89(1)) <i>See Data Protection Act 2018 Schedule 1 Part 1 for detail on how this applies.</i>	Tick or leave blank <input type="checkbox"/>

NB: the data legislation allows that government may maintain or introduce further conditions, including limitations, with regard to the processing of genetic data, biometric data or data concerning health (UK GDPR Article 9.4). This is the case e.g. with COPI (Control of Patient Information).

1.4. Data Controller(s) and Data Processor(s)

Confirm who the Data Controller(s) and Data Processor(s) are. Confirm whether the Controller(s) are solely or jointly responsible for the data processed.

Name of Organisation	Role
Oxfordshire County Council	Sole Controller
Service Provider - SCIE	Processor
Click here to enter text.	Choose an item.

Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

1.5. Purpose of Processing

What is the core purpose for processing this information?

The information is required to complete data analysis, mapping and for engagement sessions. The information will be used towards the Autism Strategy and inclusion of key data for identified themes.

1.6. Pseudonymisation and Anonymisation

Are you applying any pseudonymisation (reversible) or anonymisation (irreversible) technique or encryption to any of the data to make it non-identifiable and preserve the confidentiality of any information?

Yes

The data collected will be anonymised, from the point of collection. Participants are asked to complete a questionnaire that holds no identifiable questions, it is a questionnaire to establish people's experiences of life in Oxfordshire as an autistic person and as a parent/carer of an autistic person.

1.7. Ethics and Research

Are there any Ethics requirements or Research Data requirements to this activity?

No

1.8. Business Continuity and Disaster Recovery

Review your business continuity or contingency plans around this activity. Are there any risks to your business if you lost access to the data? Or any risks to the data if you work alternatively?

No. Data has been uploaded onto a Teams Channel which the Council is the owner of.

1.9. Training

What training is planned to support this activity and ensure compliance around the data?

The Service Provider must have Data Protection Training as mandatory for all staff. The Service Provider is required to meet the Data Protection Legislation requirements to the correct level.

Information Management Team Use

Review completed by		Date
DPIA approved at stage 1 by		Date
IM comments –		

2. Data processing, linkage, flows, sharing, reports, and managing data from other organisations such as health services

2.1. Data processing

Describe exactly what is being processed, including datasets, categories or fields, why you want to process it, and who will do any of the processing?

Data gathered on service provisions, expenditure on services. The information is to be used for data analysis, mapping and engagement sessions for the All-Age, All System Autism Strategy. Data on some of the relevant Council service provisions have been obtained for Council systems, including performance reports from ContrOCC and LAS. Some data obtained is public information including: ASCOF, JSNA, POPPI and PANSI. The external provider will be processing the information obtained to complete the data analysis and service mapping.

Collating engagement reports from information obtained during engagement sessions with stakeholders – including experts by experience.

2.2. Data flows

What are your data flows, into the business, out of the business and within the business? Can you trace the data through your processes? Please provide details and attach a data flow map. Information from Council sources will be uploaded onto a Teams Channel which the Council is owner and set people from the external provider commissioned to work on this project / contract will have access to the Teams Channel.

SCIE (asking questions) → Expert by Experience (providing data) → SCIE (collating data, anonymising) → OCC Commissioning Team (writing strategy from anonymised data collected and shared).

2.3. Collecting data

How will you collect the data, e.g. verbal, electronic, paper? (If you need to provide more, simply copy and paste the box and select your option.)

Face to face - in person

Face to face - Video enabled

By e-mail

Electronic form

By telephone

If you have selected 'Other' please describe what that method is:
Click here to enter text.

2.4. Volume of data

Approximately how many people will be the subject of the processing?

Unclear at this stage – Public drop-in sessions are being hosted.

2.5. Combining data

Are you proposing to combine any data sets?

No

If yes, please give details here:

Click here to enter text.

2.6. Sharing data

<p>What data are you planning to share? At what stage of your process? With whom? On a routine or ad-hoc basis? What volume? Why is this data being shared? Is this covered by a contract, data sharing agreement, or Memorandum of Understanding? How will you share it? <i>Consider and detail all means of sharing, including cloud, email, Teams, paper, etc.</i> The data will inform the creation of the local autism strategy, it will be in a Word document report from SCIE with some additional PowerPoint slides with key figures. SCIE have a contract with OCC to collect, collate and present this data. The 1st draft of the Strategy will go out for public consultation, we are likely to use the 'Let's Talk' platform, this will be over a maximum period of 8 weeks.</p>
<p>2.7. Microsoft Teams and other sharing platforms Are you planning to use Microsoft Teams or another similar online networking/meeting solution that may have the facility to store or record conversations or related data as part of data sharing? <i>Detail how you have considered any privacy risks of using one of these solutions.</i> Yes, Microsoft Teams Channel will be used for file sharing and encrypted email. The Council is the owner of this channel and will only be adding those who are working on this project. SCIE is in a short term contract with the Council to deliver this piece of work.</p>
<p>2.8. Editing data How will you edit the data? The data will only be edited to anonymise.</p>
<p>2.9. Data quality How will you check and maintain the quality of the data? SCIE and Commissioning will be reviewing responses received and this will be a one-off data collection.</p>
<p>2.10. Duty of Confidentiality Do you owe a "duty of confidentiality" to any health or legal or financial data? <i>The common law duty of confidentiality exists in addition to the data legislation: you must keep in confidence information disclosed to you about another without their knowing, except where they have given their explicit consent, you have a legal obligation, or overriding safeguard.</i> Yes</p>
<p>2.11. Health data Are you proposing to use data that may have come from NHS Digital? Yes Anonymised diagnosis data that is publicly available.</p>
<p>2.12. National Data Opt-Out Where you are processing health data, it may be subject to the National Data Opt-Out where the data subject has asked not to process their data for any means beyond their direct patient care. Is your data subject to the National Data Opt-Out? No - it is not subject to the national data opt out</p>

<p>3. Data Processors, IG Assurances, Storage, Access, Cloud, Security, Non-UK processing, Processing agreements</p>
<p>3.1 Third Parties and supply chain Are you proposing to use a third party, a data processor or a commercial system supplier?</p>

Yes

If yes, please add their details including their official name and address. If there is more than one, include all organisations.

Social Care Institute for Excellence, Claire Webster, Isosceles Head Office, 1 High Street, Egham, TW20 9HJ

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

3.2 Information Commissioner's Office (ICO) registration

Is each organisation involved registered with the Information Commissioner?

(Copy and paste the last empty row in the table to add organisations where required.)

Name of organisation	Registered	Registration details or comments if not
SCIE	Yes	Z2280951
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.

3.3 What IG assurances have been provided and does any contract contain IG clauses that protect you as Controller?

E.g. terms and conditions, contracts, tender submission.

(Copy and paste the last empty row in the table to add organisations where required.)

Name of organisation	Brief description of assurances obtained
SCIE	SCIE are in contract with OCC for this project.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

3.5 Accessing data

How is the data accessed and how will this be controlled? What audit trail does the access provide?

Engagement Stage: Commissioning Team → Teams channel/SharePoint (only people working on project will have access) → SCIE → Commissioning Team.

Consultation Stage: Engagement team → Let's Talk Online Portal → Commissioning Team.

3.6 Storing data

<p>How and where will the data/information be stored? (Consider your answer to 2.7 and the potential storage of data in any online meeting or networking solution). Private Teams Channel/SharePoint</p>
<p>3.7 Using the Cloud Is there any use of Cloud technology? Yes</p> <p>If yes add the details here. Private Teams Channel/SharePoint</p>
<p>3.8 Security measures What security measures will be in place to protect the data? OCC IT protection, only accessing when needed, only allowing access to those who need it.</p>
<p>3.9 International transfers Is any data transferring outside of the UK? (The DPIA will not be approved without this answer, so only select 'Don't know' if you have further investigations to make.) No</p> <p>If yes, describe where and what additional measures are or will be in place to protect the data. Click here to enter text.</p>
<p>3.10 Data Processing Agreements Is a Data Processing Agreement in place to instruct organisations processing on your behalf? If not, what agreement will there be (e.g. contract, MoU) and who is responsible for managing it? Yes a contract is in place with SCIE and OCC.</p>

<p>4. Privacy Notice, Individual Rights, Records Management, Direct Marketing</p>
<p>4.1 Privacy Notice Describe any changes you plan or need to make to your Privacy Notice. N/A</p>
<p>4.2 Data Subject Rights How will this activity impact on individual rights under the data legislation? (Consider the right of access, erasure, portability, restriction, profiling, automated decision making). All data will be collected and used anonymously.</p>
<p>4.3 Retention period How long is the data/information to be retained? Data will be used in the Autism Strategy, that will be a live document that will last for 5 years. All data collected will be stored only in line with the council's retention policy.</p>
<p>4.4 Archiving data How will the data/information be archived? The data will be archived digitally in SharePoint and deleted in accordance with the Council's retention policy.</p>

4.5 Disposal of data

What is the process for the destruction of records? Who is responsible? Communicate that it is done, present destruction certificate.

The Commissioning Team will hold this data for the retention period and will delete when appropriate. SCIE will return all data collected during their contract.

4.6 End of activity

What will happen to the data/information if any part of your activity ends?

Data will be retained in line with policy and deleted when appropriate.

4.7 Direct marketing

Will you use any data for direct marketing purposes? (The DPIA will not be approved without this, so only select don't know if you have further investigations to make.)

No

5. Risks and Issues

5.1 Identifying risks

What risks and issues have you identified? The Information Governance team can provide advice to help complete this section and consider any measures to mitigate potential risks.

Describe the source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary. (Copy and paste the complete bottom row to add more risks.)	Likelihood of harm	Severity of harm	Overall risk
Person attending the drop-in session may see someone they know and may overhear their experience.	Possible	Minimal	Low
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.

5.2 Mitigating risks

What mitigations can you put in place? The Information Governance team can provide advice to help complete this section and consider any measures to mitigate potential risks.

Identify additional measures to reduce or eliminate risks identified in 5.1				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved (SIRO)
Person attending the drop-in session may see someone they know and may	Make sure people feel comfortable sharing their experiences and have	Reduced	Low	Choose an item.

overhear their experience.	space between each station.			
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.

5.3 Other factors

What if anything would affect this piece of work?

Not able to collect and collate information, which would lead to the Autism Strategy not being delivered by April 2025.

5.4 Additional comments

Please include any additional comments that do not fit elsewhere in the DPIA?

Click here to enter text.

6. Consultation

6.1 Consulting stakeholders

Have you consulted with any internal services about this DPIA?

Yes

Have you consulted with any external organisations or groups about this DPIA?

Yes

If yes, who did you consult and what was the outcome?

If no, detail why consultation was not felt necessary.

Consulted with other departments that will be involved, Start Well Commissioning and SCIE.

6.2 Consulting the Regulator

Will you need to discuss this DPIA or activity with the Information Commissioner's Office? (Your Information Governance team can help you with this.)

No

7. Data Protection Officer Comments and Observations

Click here to enter text.

8. Review and Outcome

Based on the information contained in this DPIA along with any supporting documents, you have determined that the outcome is as follows:

Choose an item.

If you have selected item B), C) or D) please detail why.

Click here to enter text.

Based on the risk assessment we believe there are:
Choose an item.

If you have selected item B) or C) please list these below and consider additional measures you could take and include these in the green boxes below.

Residual risks and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary. (Copy and paste the complete bottom row to add more risks.)	Likelihood of harm	Severity of harm	Overall risk
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.

Additional measures you could take to reduce or eliminate residual risks identified as medium or high risk above (B and C)

Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved (SIRO)
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.
Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.

9. Authorisation and Signatures

Signed and approved on behalf of Click here to enter text.

Name: Click here to enter text.

Job Title: Click here to enter text.

Signature: Click here to enter text. Date: Click here to enter a date.

Signed and approved on behalf of Click here to enter text.

Name: Click here to enter text.

Job Title: Click here to enter text.

Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

Important Notice:

You should ensure that your Information Asset Register is updated where this is relevant.

This DPIA should be kept under review and revisited when necessary. A new DPIA should be carried out if you decide that there is significant enough change to what you originally intended.

There is no requirement to share a DPIA, however a report of it may be shared with parties involved in this activity or in making agreements (contract, DSA, DPA, MoU) for this activity. If there are any exemptions or redactions, ensure they are removed before sharing.

This DPIA may be disclosed if requested under the Freedom of Information Act (2000). If there are any exemptions that should be considered to prevent disclosure detail them here:
[Click here to enter text.](#)