

Human Tissue Authority
151 Buckingham Palace Road
London
SW1W 9SZ

██████████
By email to ██████████

Tel 020 7269 1900
Web www.hta.gov.uk
Email enquiries@hta.gov.uk
Date 12 March 2019

Dear ██████████

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 19 February 2019. Your email outlined the following request:

To whom it may concern,

I am writing to make an open government request for information to which I am entitled under the Freedom of Information Act 2000.

Accordingly, please could you send me, the names and contact details, including email address of any/all person(s) who are involved in the decision making-process for the Procurement of Telecoms and IT Hardware and Services for your organisation. (Eg Procurement, IT, Sustainability roles)

I would like the above information to be provided to me as electronic copies – ie via email.

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary but make clear the specific people we would need to contact.

If the release of any of this information is prohibited on the grounds of breach of confidence, I ask that you supply me with copies of the confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

I look forward to hearing from you.

Response

It is HTA policy not to release the names of individuals unless they refer to Senior Management Team (SMT) or Authority members. Where the person involved in the decision making process for the Procurement of Telecoms and IT Hardware and Services is not a member of the SMT or Authority, we have included their job title and an email address where they may be contacted.

The following people, or roles, are involved in the decision making process for the Procurement of Telecoms and IT Hardware and Services:

Dr Hazel Lofty, Director of Regulatory Development, hazel.lofty@hta.gov.uk
Richard Sydee, Director of Resources, richard.sydee@hta.gov.uk
Head of Business Technology, it@hta.gov.uk
Head of Finance, finance@hta.gov.uk

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.gov.uk

Yours sincerely

