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**From:** Information Management Team <[Information.Management@oldham.gov.uk](mailto:Information.Management@oldham.gov.uk)>  
**Sent:** 09 February 2023 16:37  
**To:** Ian Barkley <[Ian.Barkley@oldham.gov.uk](mailto:Ian.Barkley@oldham.gov.uk)>  
**Subject:** SAR 4168

Ref SAR: 4168

Good afternoon,

We acknowledge with thanks your application for personal information which has been considered as a 'subject access request' under the Data Protection Act 2018.

We note that your request is for your personel file and copes of emails that contain your personal informaiton.

To proceed with your reuquest please can you provide further information to assist us in defiing the scope of your request such as:

- Full names of any council officers who will have sent of received the emails
- Date range to be considered for the emails
- Any specific incidents or subjects that the emails relate to

From the date of receiving information about the precise nature and scope of your request, we will aim to respond to your request as soon as possible. Generally this will be no later than one calendar month.

In certain circumstances we may need to extend this time period by up to a further 2 calendar months. An example of this is if your request is considered to be broad in scope and/or complex to process. Should this be the case, we will contact you outlining the reason for delay.

We have also published a Guide to Exercising Your Rights which is available at [www.oldham.gov.uk/YourDataRights](http://www.oldham.gov.uk/YourDataRights) which provides:

- a summary of your rights
  - what these are, and
  - when and how these apply
- how you can exercise these rights
  - what we need from you; and
  - what you can expect from us

If we do not hear back from you within one calendar month, we will be unable to progress your request and your application will be closed pending re-contact from yourself.

Kind regards,

**Information Management Team**