

Disclosure log criteria

The ICO's [disclosure log](#) lists responses to requests made to us under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which we feel are of wider public interest.

In addition to our disclosure log, you can find more information that we make routinely available in our [Guide to information](#).

Criteria

We may add a response to our disclosure log if it meets the following criteria:

- We can demonstrate how decisions have been made within our organisation, eg a procedures manual.
- There is a substantial public, rather than private, interest.
- The disclosure passes the public interest test.
- Where we have spent public money or disclosed information around resources.
- For personal data reasons, we cannot publish any requests from a complainant for correspondence on their complaint file.

Process

We assess each response to determine if it should be published in the disclosure log. If a response is changed as a result of an internal review, the disclosure log will be updated accordingly.

Retention

Responses are moved to our disclosure log archive at the start of each financial year. In addition, a review of the disclosure log will be undertaken every six months and outdated responses will be removed from the log. Examples of outdated responses include responses to requests for statistics which have been superseded by a more recent request, and where a particular disclosure is no longer of significant public interest.