

28 March 2023

Dear

ATISN 17252

Thank you for your request which I received on 8 March 2023. You asked for the following information, in relation to an e-mail that you sent to correspondence.fm@gov.wales on 22 February at 15:05:

Detail the exact course the email took, who read it, and what action they decided to take with it.

Previous FOI responses have outlined, in full, the correspondence handling process, which will obviously vary depending on the content of the incoming letter/e-mail. In this case, as your correspondence related specifically to the First Minister's diary, it was read by the correspondence clerk and the head of correspondence unit, a reply was drafted by correspondence unit, agreed with the First Minister's private office, and issued.

You should now have received your reply.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

or e-mail: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

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

Telephone: 0303 123 1113

Website: www.ico.org.uk

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely