



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru  
Her Majesty's Inspectorate for Education and Training in Wales

29 May 2020

Dear

Thank you again for your email, in which you formally request information in regards to Estyn's Royal Mail services.

When dealing with requests for information made under the Freedom of Information Act 2000 (the 'Act'), Estyn's obligations include:-

1. Confirming or denying whether it holds information of the description specified in the request; and
2. Communicating the information requested to the applicant.

There are a number of exemptions under the Act that impact these obligations. Estyn is required to consider whether an exemption applies in the context of the information being released into the public domain, not just in the context of the information being released to the particular applicant that has requested the information.

If Estyn releases information in response to a Freedom of Information request, this is essentially a decision that the information can be released in response to any similar request from any member of the public.

In response to your request, can confirm that I have added the information in the form you have provided (below).

If you are not satisfied with the decision Estyn has taken regarding your request for information, you are entitled to request that we review the matter. Your request for a review should be addressed to the Feedback and Complaints Manager, and received no later than 20 working days after the date of this communication.

If you are still not satisfied, you also have a right to complain to the Information Commissioner through their website:

<https://ico.org.uk/about-the-ico/who-we-are/wales-office/>

Telephone: 0303 123 1113

Email: [enquiries@ico.gsi.gov.uk](mailto:enquiries@ico.gsi.gov.uk)

Yours sincerely

**Robert Gairey**

Swyddog Arweiniol Cyhoeddiadau / Lead Officer: Publications

**Estyn**

**Arolygiaeth Ei Mawrhydi Dros Addysg A Hyfforddiant yng Nghymru  
Her Majesty's Inspectorate For Education and Training in Wales**

**Cyfeiriad:** Llys Angor, Heol Keen, Caerdydd, CF24 5JW

**Address:** Anchor Court, Keen Road, Cardiff, CF24 5JW

**Ffôn Estyn/Estyn Phone:** 02920 446309

**E-bost/E-mail:** [robert.gairey@estyn.gov.wales](mailto:robert.gairey@estyn.gov.wales)

**From:**

**Sent:** 13 May 2020 15:01

**To:** Enquiries <[Enquiries@estyn.gov.uk](mailto:Enquiries@estyn.gov.uk)>

**Subject:** Freedom Of Information Request - Royal Mail

To whom it may concern,

I am writing to you under the Freedom of Information Act 2000 to request the following information from the Estyn.

## Freedom of Information Request

All responses to be sent via e-mail to the senders e-mail address below

### Recipient

Public body: Estyn

E-mail used: [enquiries@estyn.gov.wales](mailto:enquiries@estyn.gov.wales)

Date raised: 5/13/2020

FOI due date: 6/7/2020

### Sender

Name:

E-mail:

### Information Requested

Do you receive physical post from Royal Mail?

Response  (Y/N)

What was the number of envelopes received in 2019?

Response  Envelopes

Do you process the work in-house or is it outsourced to a specialist provider?

Response  (In-house/Outsourced)

If above is a specialist provider please answer the following sub questions;

Annual value of the contract  (£) GBP

Contract term  months

## Freedom of Information Request - Guidance

- All FOI request information should be returned via e-mail

- Public body this FOI is directed to

- E-mail address used to direct the FOI to the stated public body

- Date e-mail sent to the public body

- Due date of 20 working days calculated based on English UK public holidays

- Name of requestor of FOI request

- All FOI request information should be returned via e-mail to the address stated here

- Inbound for the purpose of this request defined as physical communication from users of your services

- Number of envelopes received from users of your services in 2019

- Whether the inbound services are received, open / sorted and scanned by yourselves or by a third party

- High level information relating to the contract with the third party for outbound services

Renewal  
date

dd/mm/yyyy

Framework or direct award

Framework or  
DA

Please provide the information in the form of a response to this e-mail.

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

If you can identify any ways that my request could be refined I would be grateful for any further advice and assistance.

If you have any queries please don't hesitate to contact me.

Thank you for your time and I look forward to your response.

Regards,