

emails Nos
2.1 ~~2.3~~

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Fwd: Case ID - 201202197

From: **lormac1053@aol.com**
Sent: 06 November 2012 12:13:50
To: maxburnage@hotmail.com

could you please print and add into the dundee city council file? ta

Laurie Matthew
UK Manager
Eighteen And Under
www.18u.org.uk
www.violenceispreventable.org.uk

-----Original Message-----

From: Pauline Keith <pkeith@itspublicknowledge.info>
To: lormac1053 <lormac1053@aol.com>
Sent: Tue, 6 Nov 2012 11:18
Subject: RE: Case ID - 201202197

Dear Laurie

Thank you for your email below providing the requested information. Your case will be allocated to an investigating officer, they will contact you soon. The letters initially provided with your application are fine, we don't need them reprinted on headed paper.

Kind regards

Pauline

Pauline Keith
Validation Officer

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS

01334 464610 (T)
01334 464611 (F)

From: lormac1053@aol.com [<mailto:lormac1053@aol.com>]
Sent: 30 October 2012 14:05
To: Pauline Keith
Subject: Re: Case ID - 201202197

Dear Pauline,

The copies of the letter sent to Dundee City Council was printed on Eighteen And Under letter headed paper which has the name of the organisation and address on it. Do you need me to send you copies of the letters on the letter headed paper?

The letters were signed by Karen Duffy as she is the Chairperson.

The address of the organisation is
1, Victoria Road
Dundee
DD1 1EL

Please let me know if you need any more information

Regards

Laurie

Laurie Matthew
UK Manager
Eighteen And Under
www.18u.org.uk
www.violenceispreventable.org.uk

-----Original Message-----

From: pkeith <pkeith@itspublicknowledge.info>
To: lormac1053 <lormac1053@aol.com>
Sent: Tue, 30 Oct 2012 11:48
Subject: Case ID - 201202197

Our Ref 201202197
30 October 2012

Dear Laurie Matthew

Application for Decision by the Scottish Information Commissioner
Public Authority: Dundee City Council

I refer to your email of 25 October 2012, applying for a decision from the Scottish Information Commissioner about the way in which Dundee City Council dealt with your request for information relating to the Eighteen and Under Group.

For your application to the Commissioner to be legally valid, it must comply with certain requirements laid down in the Freedom of Information (Scotland) Act 2002 (FOISA) / the Environmental Information (Scotland) Regulations 2004 (the EIRs). In order to check this I have to consider whether your case can be considered under FOISA/the EIRs; the correspondence which has passed between you and Dundee City Council and whether you have complied with any appropriate time limits.

You made your application to the Commissioner by email, but I will need you to provide me with a postal address. This is because the Decision Notice is a formal legal document which must be 'served' on you and on Dundee City Council. A document will not be properly served if it is only sent by email and this may affect your rights of appeal against the Decision Notice. Please let me have a postal address within the next 2 weeks. If you refuse to give me an address, the Commissioner may not be able to proceed with the investigation.

Can you also advise please if the application has been made by the organisation Eighteen and Under? The letters you have attached dated 28 June and 16 August 2012 from Karen Duffy do not indicate which organisation sent the request or indeed request for review.

You should also be aware that if you have made your application to the Commissioner using a pseudonym, your application will be invalid and the Commissioner will be unable to enforce any decision that she issues. If you have used a pseudonym, please let me know as soon as possible in order that we can discuss the way forward. Please note this paragraph is sent to all applicants, and is to raise awareness at the onset of a case.

In order to make sure your application is legally valid, please let me have the following

information, by **Tuesday 13 November 2012**:

Please contact me if you have any questions about this letter.
Yours sincerely

Pauline Keith
Validation Officer

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
Phone: 01334 464610
Fax: 01334 464611

E-mail: pkeith@itspublicknowledge.info
www.itspublicknowledge.info

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