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**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:** FOI REQUEST

Thank you for your e-mail of 19 December seeking information on this Office's IT policies.

The Scotland Office is an integral part of the computer and telephone systems of the Scottish Executive and does not maintain separate IT policies in these areas. If you have questions of decision makers, feel free to contact me.

If you are dissatisfied with the decision made in relation to your request, you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
Edinburgh  
EH3 7HW

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

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

If you have any queries about this letter please contact me.