



Scotland Office

Oifis na h-Albainn

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[REDACTED]
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Freedom of Information Researcher
[REDACTED]
[REDACTED]

Telephone: 020 7270 [REDACTED]

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www.scotlandoffice.gov.uk

13 May 2011

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST ABOUT USE OF PSEUDONYMS BY OFFICIALS

Thank you for your email sent to the Scotland Office on 11 May 2011.

You asked for the following information under the Freedom of Information Act 2000:

Please disclose under the FOI Act:

1. Copies of instructions and guidance issued to staff relating to the use of pseudonyms in correspondence. This should include any guidance or instructions on how to handle phone calls intended for those names.
2. A list of pseudonyms that have been previously used in correspondence.
3. All information held on the procedures by which these names are generated.

Officials in the Scotland Office do not use pseudonyms.

I hope you find this helpful.

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.
Yours sincerely

A large black rectangular redaction box covers the signature and name of the sender. A smaller black rectangular redaction box is positioned below the main signature block on the left side.