

Chief Executive

2 Franklin Street
BELFAST
BT2 8DQ

Tel: 028 9536 3863

Email: FOI.BSO@hscni.net

30th January 2023

BY EMAIL

Our Ref: FOI 1841

Dear [REDACTED]

Your request for information was received on 18th November 2022 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to correspondence and communications sent to [REDACTED] in relation to vacancy alerts.

Firstly, please accept my sincere apologies for the delay in procuring this information on your behalf.

The BSO Recruitment Shared Services Centre (RSSC) have advised that [REDACTED] was sent an expression of interest for the waiting list for requisition 51930998. [REDACTED] was subsequently sent a further notification for requisition 52016749 1 [REDACTED]. The RSSC records also show that [REDACTED] was sent a vacancy alert for the following requisitions on 14th December 2020:

52240512_1
52358057
52355533
52355534
52314324_1.

In relation to your request for correspondence relating to the vacancy alerts, the RSSC have advised that they are unable to provide this information, as the waiting lists expired on 28th February 2021. Within the RSSC, the retention period for email correspondence is 6 months and as such, this information is no longer retained.



I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter, as the BSO, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However, the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely



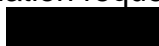
Karen Bailey
Chief Executive

8th March 2023**BY EMAIL**
**Our Ref: FOI 1841**Dear 

We are writing to you in response to your request for a review of the above referenced Freedom of Information request, received by the Business Services Organisation on 15th February 2023.

We can advise that a review panel was convened on 2nd March 2023 to evaluate the matter. This panel consisted of Ms Julie Erskine (Chair, BSO) and Ms Alison Andrews (Assistant Director of Human Resources, BSO).

Your request for a review cited a previous FOI request (FOI 1793) wherein you were provided with emails, as held by the BSO Recruitment Shared Services Centre (RSSC).

Your letter expressed your concern that the subsequent response issued to you for FOI 1841 outlined that the BSO were unable to provide information requested in relation to records of notification alerts issued by the RSSC to  due to data retention schedules, whilst emails beyond these parameters had been previously been provided to you.

The Panel sought clarification from a senior Manager within the RSSC and were advised that all Vacancy Alerts via email are only retained for a period 6 months. This is applied consistently to all Vacancy Alerts.

As such, the panel agreed that the response that was issued to you in response to FOI 1841 should have been more explicit in terms of differentiating the different retention schedules within the BSO RSSC.

The Panel hope that they have been able to provide you with further clarification in respect of the response that was issued to you in relation to your request.



If, following this internal review, carried out by the above named independent decision-making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However, the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



Ms Julie Erskine

BSO Chair



Ms Alison Andrews

Assistant Director of Human
Resources, BSO