request-1468566-46863452@whatdotheyknow.com

Our Ref: FOI-2026-27-022

27 July 2026

Dear

Thank you for your email of 06 July.

Your request was handled under the terms of the Freedom of Information Act 2000.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

RESPONSE DETAILS:

I can confirm that UKSBS holds some of the information you have requested. Please find our responses below:

Part 1: Records Management and Retention Architecture (Snapshot as of June 2025)

1. A copy of the departmental "Information Asset Registers" and "Master Data Registers across the organisation as they stood in June 2025 (or the closest archived version to that month), as mandated by the UKSBS Records Management Policy.

With regards to the Master Data Registers, UKSBS do not hold a master data register.

We do not hold an archived version near to June 2025. We have provided you with an archived version from January 2025.

Please refer to the document titled, FOI-26-27-022-IAR

We are withholding information regarding the location of information held in our Information Asset Register as we have deemed it as exempt from disclosure under Section 31(1) of the FOIA.

Section 31(1)(a) exempts information where disclosure would, or would be likely to, prejudice the prevention or detection of crime.

Disclosure of detailed information regarding the location and storage arrangements of information assets would provide insight into UKSBS information management and system architecture. This information could be used by malicious actors to identify potential targets for unauthorised access, fraud, cyber intrusion or other criminal activity. We therefore consider that disclosure would be likely to prejudice the prevention or detection of crime.

This exemption is not absolute, and we must therefore consider the prejudice or harm which may be caused by disclosure of the information you have requested. We must also conduct a public interest test by weighing up the factors in favour of disclosure against those in favour of maintaining the exemption.

UKSBS recognises the public interest in transparency and accountability regarding its information governance arrangements. However, there is a stronger public interest in preventing the disclosure of information which could increase the risk of unauthorised access to information assets, cyber intrusion, fraud or other criminal activity.

On balance, the public interest favours maintaining the exemption and withholding the information from being released into the public domain.

Employee names bar senior executives have been redacted. Exemption S40 (2) applies. This exemption is absolute and class based therefore I am not required to apply either the public interest test or harm test in disclosure.

In accordance with the Act, this letter represents a Refusal Notice for this part of your request.

2. The complete Disposal/Retention Schedules detailing the legal, regulatory, and business retention periods for all directorates and Board-level committees that were active and in use in and around June 2025.

Please refer to the attached document titled, Retention schedule extract.

Part 2: Audit Committee Governance and Corporate Action Logs (July 2021 – July 2026)

I am aware that the main UKSBS Board meeting agendas and minutes are proactively published. This request specifically excludes those published documents to avoid duplication, focusing solely on unpublished committee governance and internal tracking logs.

3. The Terms of Reference (ToR) for the Audit Committee.

Please refer to the attached document titled, Audit Committee Terms of Reference 2025.

4. A complete list of all dates and times that the Audit Committee convened during the five-year period from 1 July 2021 to 1 July 2026.

The dates of meetings are listed below. The meeting start times are contained within the disclosed agendas.
22 July 2021
23 September 2021
22 November 2021
24 February 2022
18 May 2022
20 July 2022
22 September 2022
18 November 2022
23 February 2023

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18 May 2023
20 July 2023
21 September 2023
23 November 2023
22 February 2024
9 May 2024
10 July 2024
19 September 2024
21 November 2024
27 February 2025
15 May 2025
18 July 2025
18 September 2025
20 November 2025
26 February 2026
21 May 2026

5. The unredacted agendas for every Audit Committee meeting held between 1 July 2021 and 1 July 2026.

6. The Action Logs / Matters Arising logs for both the main UKSBS Board and the Audit Committee covering the period from 1 July 2021 to 1 July 2026. (If redactions are deemed strictly necessary under Section 40 for junior personnel names, please leave the substance of the action and the responsible executive/directorate visible).

Please refer to the attached document titled, Agenda and Actions.

UKSBS does not hold a separate Board action log. Information relating to actions arising from Board meetings are recorded within Board minutes, which are publicly available. Accordingly, any information falling within the scope of this element of the request is reasonably accessible by other means and is exempt under section 21 of the Freedom of Information Act 2000.

The above exemption is absolute and class-based and therefore no Public Interest Test or Harm Test is required.

The information requested is available in the public domain via the following address: Publication Scheme.

Employee names bar senior executives have been redacted. Exemption S40 (2) applies

Section 40(2) applies to the personal data of third parties. Disclosure of this information into the public domain would contravene Article 5(1)(a) of the UK GDPR and section 34 of the Data Protection Act 2018, which require personal data to be processed lawfully, fairly and transparently. The individuals concerned would have no reasonable expectation that their personal data would be disclosed under the Freedom of Information Act 2000.

As disclosure would be unlawful, the information is exempt under section 40(2) of the Freedom of Information Act 2000.

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This exemption is absolute and class based therefore I am not required to apply either the public interest test or harm test in disclosure.

In accordance with the Act, this letter represents a Refusal Notice for this part of your request.

I hope this information is of assistance.

If you are dissatisfied with the above response you have a right to request a review of your Freedom of Information request. Details of the complaints and review procedure are appended to this letter.

Yours sincerely

Senior Information Governance Officer
Risk and Assurance
UK Shared Business Services Ltd

UKSBS Information Commissioner's Office Registration Number: Z1237687

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