



[Redacted]

Date
3 April 2025

[Redacted]

Post Office
100 Wood Street
London EC2V 9ER

Your Ref:

Classification:
Public

Dear [Redacted],

Freedom of Information Request – FOI2025/00093

We are writing in response to your email received by Post Office Limited (**“Post Office”**) on 12 February, which has been dealt with under the terms of the Freedom of Information Act 2000 (**“FOIA”**).

In your email, you have requested the information shown verbatim in bold below:

“Please be kind enough to release all versions of POL Audit, Risk and Compliance Committee Terms of Reference since April 1st 2012 including dates of when each version was in use.

Thanks in anticipation of a swift response”

We can confirm that Post Office does hold the information you have requested.

Please see the table below for all versions of the POL Audit, Risk and Compliance Committee Terms of Reference and the dates they were approved. Copies of each version are attached.

Approved by	Date	Version	Effective from	File Name
Post Office Limited Board	06/11-2012	1	13/11/2012	FOI2025_00093 - ARC Terms of Reference 2012_Redacted
Post Office Limited Board	23/01/2013	1.1	23/01/2013	FOI2025_00093 - ARC Terms of Reference 2013_Redacted

Post Office Limited Board	26/03/2014	1.2	26/03/2014	FOI2025_00093 - ARC Terms of Reference 2014_Redacted
Post Office Limited Board	22/09/2015	1.3	22/09/2015	FOI2025_00093 - ARC Terms of Reference 2015
Post Office Limited Board	08/04/2020	2.0	09/04/2020	FOI2025_00093 - ARC Terms of Reference 2020
Post Office Limited Board	03/06/2021	2.1	04/06/2021	FOI2025_00093 - ARC Terms of Reference 2021
Post Office Limited Board	28/03/2023	2.2	29/03/2023	FOI2025_00093 - ARC Terms of Reference 2023
Post Office Limited Board	24/09/2024	2.3	25/09/2024	FOI2025_00093 - ARC Terms of Reference 2024

Some information in the attachments has been withheld under sections 40(2) and 40(3A) of the FOIA as the information constitutes personal data relating to other persons. These sections exempt personal information from disclosure if that information relates to someone other than the applicant, and if disclosure of that would breach any of the data protection principles in Article 5(1) of the UK General Data Protection Regulation ("GDPR").

We consider that disclosure of this information is likely to breach the first data protection principle, which provides that personal data must be processed lawfully, fairly, and in a transparent manner. Disclosure would not constitute 'fair' processing of the personal data because the Post Office staff and individuals involved would not reasonably expect their names to be disclosed in relation to this request for information.

If you are dissatisfied with the handling of this response, you do have a right to request an internal review. You can do this by writing to the address above within 40 working days of receipt of this response stating your reasons for your internal review request or alternatively, by emailing information.rights@postoffice.co.uk.

If, having requested an internal review by Post Office, you are still not satisfied with our response you also have a right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113
www.ico.org.uk/foicomplaints

Yours sincerely,

Information Rights Team
information.rights@postoffice.co.uk
<https://corporate.postoffice.co.uk/en/governance/access-to-information/access-to-information/>

Post Office Limited is committed to protecting your privacy, information about how we do this can be found on our website at www.postoffice.co.uk/privacy