

Date: 24 January 2025  
Reference: F0007183

Dear

Thank you for your request of 15 January 2025, for the release of information held by the Civil Aviation Authority (CAA). For reference your original enquiry was as follows:

*Please could you confirm if you can provide the following information Free of Charge or if a fee will be applicable – If a fee is applicable, please confirm the price (before providing any information)?*

*I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. Confidential Waste Destruction Contract The details I require are:*

- Has confidential waste been procured via tender or framework, or another means, if other means, please confirm how you procured your confidential waste.
- If a framework, could you confirm the name of the framework please?
- Actual contract values of each framework/contract (& any sub lots)
- Start date & duration of contract
- Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension, along with the final possible contract end date?
- Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
- Who is the procurement officer responsible for this contract and could you provide their email address and phone number please?
- Do you have a generic email address for your procurement department, for example procurement@organisation.com, if so could you confirm this? Who is the senior officer (outside of procurement) responsible for this contract and could you provide their email address and phone number please?
- Who is the current supplier?

- *If your current supplier is a Facilities Management/Waste/Cleaning Company, which subcontractor services your organisation? E.g., which company's staff actually collect your confidential waste?*

Your request has been considered in line with the provisions of the Freedom of Information Act 2000 (FOIA). I can confirm that the CAA holds some information within scope of the above request; if I may I shall each of your points in turn:

With respect to the majority of the information requested I can confirm that the CAA holds no information as confidential waste management forms part of our Total Facilities Supplier contract – Atlas Workplace Services Limited. They manage confidential waste directly and source any resources as needed.

*Who is the procurement officer responsible for this contract and could you provide their email address and phone number please?*

With respect to this element of your request it is the CAA's position that the information you are requesting, namely contact details of a specific

individual, is exempt by way of section 40(2) of Freedom of Information Act since disclosure of this information would breach current data protection legislation

TEMPLATE FRAMEWORK – NOT TO BE USED RAFT ANSWERS

The individual concerned has not consented to their personal data being

Disclosed. The management of the contracts, however, falls within the remit of our procurement team, I can provide contact details for the team in general:

Email:[procurement@caa.co.uk](mailto:procurement@caa.co.uk).

Website: How and what we buy | Civil Aviation Authority ([caa.co.uk](http://caa.co.uk))

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

[FOI.Requests@caa.co.uk](mailto:FOI.Requests@caa.co.uk)

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set out below. A request for an internal review should be submitted within 40 working days of the date of this letter.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office  
FOI/EIR Complaints Resolution  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at FOI - Freedom of Information ([caa.co.uk](http://caa.co.uk)).

Yours sincerely

**Communications & Engagement Team**  
Information Rights Specialist  
Civil Aviation Authority

Follow us on Twitter: @UK\_CAA

*At the CAA we respect agile working so, while it suits me to send this now, I do not expect a response or action outside of your own working hours.*



Please consider our environment. Think before printing.

## **CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE**

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.