

[Redacted]

---

**From:** [Redacted]  
**Sent:** 07 January 2011 11:35  
**To:** newsdesk; [Redacted]  
**Subject:** From the Editor to all reporters

TMGL has faced an increase in the number of formal "subject access requests" served under the Data Protection Act. Typically, such requests ask for various details regarding the subject's personal data including the source and a description of that data. Some recent requests have concerned MPs' expenses and each needs to be handled promptly and with scrupulous care.

The Information Commissioner has draconian powers of enforcement including heavy fines. Should any member of staff receive any such request, it should be referred to editorial legal immediately and effective steps taken to locate and preserve securely the relevant information in all its electronic forms. Please do not ignore such requests and do not attempt to respond unilaterally.

Kind regards

[Redacted]