



1 May 2015

**INFORMATION REQUEST REFERENCE 15-024**

Dear 

Thank you for your information request, received on 13 April 2015. You asked us to provide the following information under the Freedom of Information Act 2000 (FOIA):

*“Under the FOI Act, can you provide me with the following:*

- *The name of the Finance System you use;*
- *HR System you use;*
- *Payroll System you use;*
- *Purchase Order system you use;*
- *Purchase Order Template (either a blank or already completed one);*
- *New Customer Application Form Template;*
- *Sales Invoice Template (either a blank or already completed one);*
- *Credit Note Request Form Template (either a blank or already completed one);*
- *Corporate Credit Card Record of Use Template (either a blank or already completed one);*
- *Corporate Credit Card User Acceptance Template;*
- *Payroll Control Form;*
- *New Supplier Application Form;*
- *New Supplier Application Form - Sole Trader;*
- *Employment Status Checklist;*
- *Sole Trader Confirmation Letter;*
- *Exceptional Payment Form;*
- *Petty Cash Voucher (either blank or already completed one);*
- *Petty Cash log print out or screen shot for September 2014;*
- *Expenses Claim Form (either blank or already completed one);*
- *Accounting System Access Control Form Template.”*

I can confirm that the London Legacy Development Corporation (Legacy Corporation) holds the information you have requested. I have provided the Legacy Corporation response below.

The Finance system we use, which has an integrated purchase order system, is called Oracle Fusion.

The HR and Payroll system we use is called Cintra.

The Annexes A & B contain examples of a purchase order form and a sales invoice form. Confidential and personal information has been redacted from these forms.

The remaining suite of forms requested are being withheld under section 31(1)(a) of the FOIA –

*Section 31 Law enforcement.*

*(1) Information which is not exempt information by virtue of section 30 is exempt information if its disclosure under this Act would, or would be likely to, prejudice—  
(a) the prevention or detection of crime,*

Information disclosed under the FOIA is considered to be public information, and while there is a presumption towards disclosure, consideration needs to be given as to who will have access to this information beyond the requestor and the purposes for which they could use the information. The section 31 exemption is subject to the prejudice test and the public interest test. Under the prejudice test we have to consider if disclosure of this information would, or would be likely to, prejudice the prevention of crime. Consideration is also given to the harm disclosing this information would be likely to cause, combined with other information already in the public domain (mosaic effect) or possibly released at a future date (precedent effect). The public interest test considers and balances the public interest in disclosing this information against the public interest in not disclosing this information and uses this assessment to decide whether there is sufficient justification in withholding this information.

It is the consideration of the Legacy Corporation that releasing the information within these forms would be likely to create vulnerability within the LLDC financial systems that would more easily allow for external fraud. Release of this information would be likely to make the Legacy Corporation more exposed to fraud by giving insight into our financial procedures that would allow them to be more at risk to external misuse. The Legacy Corporation has withheld these documents as they do not consider it to be in the public interest to disclose these documents and introduce this potential weakness within the Legacy Corporation systems.

If you are unhappy with our response to your request and wish to make a complaint or request a review of our decision, you should write to:

Executive Director of Finance and Corporate Services  
London Legacy Development Corporation  
Level 10  
1 Stratford Place  
Montfichet Road  
London  
E20 1EJ

Please note: complaints and requests for internal review received more than two months after the initial decision will not be handled.

If you are not content with the outcome of the internal review, you may appeal directly to the Information Commissioner at the address given below. You should do this within two months of our final decision. There is no charge for making an appeal.

Further information on the Freedom of Information Act 2000 is available from the Information Commissioner's Office:

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Telephone 08456 30 60 60 or 01625 54 57 45

Website [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely



FOI / EIR Co-ordinator  
London Legacy Development Corporation