

**From:** Theresa Dodd [Theresa.Dodd@enfield.gov.uk]  
**Sent:** 22 March 2016 13:24  
**To:** Lorraine Cordell  
**Cc:** Foi Council Housing  
**Subject:** Enfield Council Subject Access Request - Simon Cordell [SEC=PROTECT:Private and Confidential]

Classification: PROTECT - Private and Confidential

Dear Ms Cordell,

If you could report to the Business Desk at reception on the Ground Floor at 1 pm I will be there to meet you.

Please remember to bring the necessary ID with you.

I look forward to meeting you then.

Kind Regards

*Theresa*

Theresa Dodd  
Senior Complaints and Access to Information Officer  
Complaints & Access to Information Team  
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**From:** Lorraine Cordell [mailto:[lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk)]  
**Sent:** 21 March 2016 15:06  
**To:** Theresa Dodd  
**Subject:** RE: Enfield Council Subject Access Request - Simon Cordell [SEC=PROTECT:Private and Confidential]

Dear Ms Theresa Dodd

Thank you for your reply and i can confirm I will be able to attend the Civic Centre in Enfield Town on Thursday 24 March with ID. Would 13:00 hours be ok to be there and can you tell me where I need to go within the Civic Centre please.

Regards

Lorraine Cordell

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**From:** Theresa Dodd [mailto:[Theresa.Dodd@enfield.gov.uk](mailto:Theresa.Dodd@enfield.gov.uk)]  
**Sent:** 21 March 2016 12:32  
**To:** [lorraine32@blueyonder.co.uk](mailto:lorraine32@blueyonder.co.uk)  
**Cc:** Foi Council Housing  
**Subject:** Enfield Council Subject Access Request - Simon Cordell [SEC=PROTECT:Private and Confidential]