



Reference: FOI2791

Request:

Can you please provide answers to the following questions relating to Subject Access Requests (SARs)?

1. How many SARs have been made to the council in the last 12 months?

121

2. Please provide a breakdown of the specific departments that these SARs relate to?

Many SARs request information held by the Authority, not just individual departments. To correctly identify which departments have contributed to a SAR would require examining each of the 121 requests.

Therefore, this part of the request is refused under s12 (1) Freedom of Information Act 2000, since the cost of complying would exceed the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

In assessing the cost of complying, the costs attributable to officer time involved in complying have been considered. Such costs are limited to £450.00 under the Regulations, which equates to eighteen hours of officer time.

3. Is there a central response to SARs or is it devolved to the departments involved?

There is a central Information Governance Team responsible for managing and coordinating SAR's but requests are devolved to departments to provide the requested information.

4. How many staff deal with responses?

There are 4 staff in the Information Governance Team. However any member of staff across the Authority could be asked to contribute to a request.

5. On average how many hours are spent dealing with a SAR?

This information is not held.

6. Do you have any software to assist with SAR production?

The Authority uses an in house developed application to manage requests and uses redaction software.

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