



Reference: RFI 1712043

Request:

Could you please provide the following information regarding Subject Access Requests (SAR) received by your Council.

1. The total number of Subject Access Requests received in 2016 and 2017;

This information is held by financial year therefore we have provided the figures for 2015/2016 and 2016/2017.

2015/2016 - 95
2016/2017 - 75

2. How many of these were 'Proof of Life' requests from Police and other agencies?

'Proof of Life' requests are not Subject Access Requests and are not included in the figures above.

The Authority records "Third Party Requests" where another organisation is requesting personal data, which we might disclose under section 29 of the Data Protection Act 1998 for the purpose of prevention and detection of crime. Or when an individual requests third party data, for example requesting personal data about a deceased individual.

We have only recently started recording 3rd party requests. There have been 27 requests recorded in the period 2016/2017 to date.

3. Who deals with the information gathering for SARs? Is it gathered from many contacts within the relevant teams, or by one person with responsibility for SAR responses?

SARs are delegated to the service area, which holds the requested data. The data is gathered by one person or teams depending on the request and who holds the data requested.

4. Please provide a breakdown of the number of SAR's received into the category of information requested by the SAR. For example (Please note that this list is not definitive)

	Number	Who deals with them	Average time taken per request
All information held about the requestor			
Trading Standards information			
Environmental Protection information			
Environmental Health Complaints			
Environmental Health Service Requests			
Planning Consultation responses			
Planning Applications submitted			

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Building Control Applications submitted			
Licencing Applications submitted			
Proof of Life requests			
Other			

This information is not held as requested. However we have provided the details below.

07/04/2015	Adult Social Care Children, Young People and Learning Environment & Leisure
10/04/2015	Children, Young People and Learning
16/04/2015	NTHomes
16/04/2015	Children, Young People and Learning
23/04/2015	Children, Young People and Learning
24/04/2015	Children, Young People and Learning
28/04/2015	Children, Young People and Learning
05/05/2015	Children, Young People and Learning
08/05/2015	NTHomes info
11/05/2015	HR Info
18/05/2015	Complaints
19/05/2015	housing application file
22/05/2015	1. Housing File 2. Kier maintenance and inspection records 3. Complaints Investigation records
27/05/2015	Son's Children, Young People and Learning
29/05/2015	Children, Young People and Learning
04/06/2015	Children, Young People and Learning
08/06/2015	Children, Young People and Learning
09/06/2015	NT Homes file
09/06/2015	Children, Young People and Learning
09/06/2015	Children, Young People and Learning
09/06/2015	Children, Young People and Learning
09/06/2015	Children, Young People and Learning
16/06/2015	Children, Young People and Learning
16/06/2015	Children, Young People and Learning
17/06/2015	Children, Young People and Learning
18/06/2015	Adult Social Care
26/06/2015	Housing Benefit
07/07/2015	Children, Young People and Learning

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07/07/2015	Housing Benefit
17/07/2015	Children, Young People and Learning
20/07/2015	Homelessness file and housing benefit file
21/07/2015	Customer Liaison, NTHomes and Adult Social Care
24/07/2015	Children, Young People and Learning
27/07/2015	Children, Young People and Learning
06/08/2015	Children, Young People and Learning
17/08/2015	CCTV Footage
21/08/2015	housing application file
25/08/2015	Children, Young People and Learning
26/08/2015	Children, Young People and Learning
26/08/2015	Children, Young People and Learning
28/08/2015	Children, Young People and Learning
01/09/2015	NTHomes info
03/09/2015	Children, Young People and Learning
03/09/2015	Children, Young People and Learning
08/09/2015	Children, Young People and Learning
09/09/2015	Personnel & Occupational health Records
10/09/2015	Personnel Records
30/09/2015	Homeless File
01/10/2015	Children, Young People and Learning
01/10/2015	Adult Social Care Info
02/10/2015	Homeless File
12/10/2015	Children, Young People and Learning
13/10/2015	Children, Young People and Learning
16/10/2015	Children, Young People and Learning
23/10/2015	Children, Young People and Learning
23/10/2015	Housing Repair
27/10/2015	Homeless File
04/11/2015	Children, Young People and Learning
06/11/2015	Adult Social Care Info
09/11/2015	Children, Young People and Learning
10/11/2015	Children, Young People and Learning
10/11/2015	Children, Young People and Learning
11/11/2015	Children, Young People and Learning
13/11/2015	Children, Young People and Learning
16/11/2015	Children, Young People and Learning
27/11/2015	Children, Young People and Learning
27/11/2015	Children, Young People and Learning
09/12/2015	Children, Young People and Learning

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10/12/2015	Children, Young People and Learning
15/12/2015	Adult Social Care
23/12/2015	Children, Young People and Learning
23/12/2015	Occupational Health Records
11/01/2016	Children, Young People and Learning
14/01/2016	Children, Young People and Learning
15/01/2016	Adult Social Care
20/01/2016	Children, Young People and Learning
26/01/2016	Adult Social Care Info
27/01/2016	Adult Social Care Info
27/01/2016	Occupational Health Records
03/02/2016	Fraud Investigation
04/02/2016	Children, Young People and Learning
11/02/2016	Children, Young People and Learning
16/02/2016	Children, Young People and Learning
18/02/2016	Children, Young People and Learning
23/02/2016	Children, Young People and Learning
02/03/2016	Children, Young People and Learning
02/03/2016	Children, Young People and Learning
02/03/2016	Children, Young People and Learning
10/03/2016	Children, Young People and Learning
10/03/2016	Children, Young People and Learning
11/03/2016	Housing Benefit
22/03/2016	Children, Young People and Learning
01/04/2016	Children, Young People and Learning
06/04/2016	Neighbourhood Info
15/04/2016	s.172 Enforcement Notice
22/04/2016	Children, Young People and Learning
22/04/2016	Children, Young People and Learning
22/04/2016	Children, Young People and Learning
28/04/2016	complaints
03/05/2016	Adult Social Care
09/05/2016	Adult Social Care
12/05/2016	Children, Young People and Learning
13/05/2016	Children, Young People and Learning
16/05/2016	Children, Young People and Learning
19/05/2016	CCTV Footage
23/05/2016	Children, Young People and Learning
31/05/2016	Benefit dispute
08/06/2016	CCTV Footage

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20/06/2016	Housing File
30/06/2016	Anti-social behaviour complaint
01/07/2016	Children, Young People and Learning
14/07/2016	Adults info
14/07/2016	Childrens Services
14/07/2016	Adults info
19/07/2016	CCTV Footage
22/07/2016	Childrens Services
02/08/2016	Social Services
08/08/2016	Childrens Services
08/08/2016	Childrens Services
08/08/2016	Childrens Services
12/08/2016	Childrens Services
22/08/2016	Childs case file
26/08/2016	Anti-social behaviour complaint
30/08/2016	Social Services
30/08/2016	CCTV Footage
01/09/2016	Anti-social behaviour complaint
06/09/2016	Interview notes
07/09/2016	Childrens Services
08/09/2016	Childrens Services
14/09/2016	Childrens Services
16/09/2016	Childs case file
19/09/2016	Childs case file
20/09/2016	Adults info
23/09/2016	Childrens Services
23/09/2016	Emails between Services
27/09/2016	Childrens Services
03/10/2016	Home Adaptations
05/10/2016	Tyne & Wear Homes Scheme
07/10/2016	HR info
17/10/2016	copy of any minutes
24/10/2016	Childrens Services
01/11/2016	Social Services Documentation
08/11/2016	Social Services Documentation
14/11/2016	Adults info
15/11/2016	Childrens Services
25/11/2016	Housing
01/12/2016	Children, Young People and Learning
08/12/2016	Complaints Info

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12/12/2016	Social Services reports from 1998
13/12/2016	son's records
19/12/2016	Daughter's records
19/12/2016	Daughter's records
21/12/2016	Childrens Services
22/12/2016	Childrens Services
30/12/2016	Childrens Services
03/01/2017	Childrens Services
11/01/2017	Childrens Services
12/01/2017	HR Records
12/01/2017	call logs
12/01/2017	Childrens Services
16/01/2017	Childrens Services
26/01/2017	Adults info
27/01/2017	Childrens Services
31/01/2017	Childrens Services
01/02/2017	Adults info
15/02/2017	Childrens Services
20/02/2017	Housing/Social Services
24/02/2017	Childrens Services
02/03/2017	Adults Info
06/03/2017	Childrens Services
06/03/2017	Housing File
08/03/2017	Childrens Services
16/03/2017	HR File and emails
20/03/2017	Childrens Services
31/03/2017	Childrens Services

The average time taken per request is not held.

5. The average time taken to obtain the information requested.

This information is not held.