



Reference: FOI2736

Request:

Data Protection

Does your Local Authority have an assigned Data Protection Team / Unit?

Yes. The Authority has an Information Governance Team which includes Data Protection. This includes a Data Protection Officer

If yes, has it been set up since 2018?

No

Does your Local Authority have a Data Protection policy?

Yes

If yes, how often does your Local Authority update its Data Protection policy?

Annually

In 2017, how many Subject Access Requests did your Local Authority receive?

101

In 2019, how many Subject Access Requests did your Local Authority receive?

151

What percentage of Subject Access Requests were completed within the 40-day deadline in 2017?

79%

What percentage of total Subject Access Requests were completed after extension in 2017?

There was no extension available to apply in 2017

What percentage of Subject Access Requests were completed within the one month deadline in 2019?

77%

What percentage of total Subject Access Requests were completed after extension in 2019?



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To provide this information would require examining each of the 151 Subject Access Requests received in 2019 to determine if the extension had been applied and if the request had exceeded the extension.

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.

How many Data Protection Impact Assessments had your Local Authority conducted in 2017?

To provide this information would require examining each contract or project from 2017 to determine if a DPIA was required and conducted.

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.

How many Data Protection Impact Assessments had your Local Authority conducted in 2019?

To provide this information would require examining each contract or project from 2019 to determine if a DPIA was required and conducted.

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.

How many systems which process personal information had your organisation stopped using and storing personal data on in 2017?



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No information held.

How many systems which process personal information had your organisation stopped using and storing personal data on in 2019?

No information held.

Records Management

13. Does your Local Authority have a Records Management Policy?

Yes

If yes, how often does your Local Authority update its Records Management Policy?

Regularly, at least triennial

Does your Local Authority have a retention or disposal schedule?

Yes

If yes, how often does your Local Authority update its retention or disposal schedule?

Regularly, at least triennial

Does your authority have an Electronic Document Record Keeping (or management) System?

Yes

If yes, what volume (Mbytes) of digital information was captured into this system in 2017?

203453 MB

If yes, what volume (Mbytes) of digital information was captured into this system in 2019?

115088 MB

How many digital records does your organisation have captured in your storage facilities currently? Please state figure here:

990080

What is the electronic volume (Mbytes) of digital information in your organisation's system currently? Please state figure here:

1009548

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How many digital records does your organisation have captured into your system currently? Please state figure here:

990080

How many paper-based files/documents and/or boxes does your organisation have in your storage facilities currently? Please state figure here:

Approximately 6788 boxes held of paper records (as of 04/08/2020)

How many digital records were captured by your organisation in 2017? Please state figure here:

203453 MB

How many digital records were captured by your organisation in 2019? Please state figure here:

115088 MB

How many paper-based records were captured/registered by your organisation in 2017? Please state figure here:

No information held

How many paper-based records were captured/registered by your organisation in 2019? Please state figure here:

No information held

How many digital records/documents did your Local Authority dispose of in 2017, according to your retention or disposal schedules? Please state figure here:

No information held

How many digital records/documents did your Local Authority dispose of in 2019, according to your retention or disposal schedules? Please state figure here:

No information held

How many paper-based files and/or boxes had your Local Authority disposed of in 2017, based on your retention or disposal schedules: Please state figure here:

No information held.

How many paper-based files and/or boxes had your Local Authority disposed of in 2019, based on your retention or disposal schedules: Please state figure here:

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No information held.

I also have an opinion-based question survey regarding this topic. Would you be happy with me following up regarding this? Please indicate:

Yes (email: information.governance@northtyneside.gov.uk)

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