

## **NCC-041807-19 Subject access request figures**

Dear Requester,

Further to your request for information under the freedom of information act, please see the departments response to each of your questions.

1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?

**[This is a department email address for the complaint and information team which sits under the umbrella of the chief executives department - Accessto.Records@nottsc.gov.uk](mailto:Accessto.Records@nottsc.gov.uk)**

2) What percentage of Subject Access Requests have been responded to on time since 25<sup>th</sup> May 2018? If you do know have this figure please provide a figure for what you do have.

**From period 25/05/2018 to 30/11/2019 we have 90.5% completed in timescale (this includes complex cases for 3 months)**

3) On average how many SAR/DPA requests does your authority receive in a month?

**Averaged over last 12 months = 18 per month with ID received – Averaged total rec'd overall either retracted or no ID provided**

4) How many SAR officers are employed by your organisation who work on Subject Access Requests?

**Team members total 6 – varying hours of contract**

5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?

**[Accessto.Records@nottsc.gov.uk](mailto:Accessto.Records@nottsc.gov.uk)**

6) How many overdue Subject Access Requests do you currently have?

**1**

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

If you can identify any ways that my request could be refined I would be grateful for any further advice and assistance.

If you have any queries please don't hesitate to contact me via email and I will be very happy to clarify what I am asking for and discuss the request.

I look forward to receiving

Thank you for your time and I look forward to your response.

Best wishes,

We trust this now resolves your enquiry, however should you have any further queries please do not hesitate to contact me directly on the details below.

Nottinghamshire County Council regularly publishes previous FOIR, s and answers on its website, under Disclosure logs. (see link)

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email [complaints@nottscc.gov.uk](mailto:complaints@nottscc.gov.uk) .

Kind Regards

Complaints and Information Team  
Nottinghamshire County Council  
County Hall