

CITY OF
WOLVERHAMPTON
COUNCIL

Response to Request for Information

Reference FOI 001543
Date 29 September 2017

Processing of Subject Access Requests

Request:

Individuals have a right, commonly referred to as a subject access request (SAR), created by section 7 of the Data Protection Act. I am writing to you under the Freedom of Information Act 2000 to request the following information regarding your processing of subject access requests:

1. How many subject access requests did you receive the identifying paperwork for and process in 2014?
2. How many subject access requests did you receive the identifying paperwork for and process in 2015?
3. How many subject access requests did you receive the identifying paperwork for and process in 2016?

In response to question 1, 2 and 3 above, following careful consideration the Council regrets to inform you that it has decided not to disclose this information.

The information you have requested has been withheld from disclosure. The exemption engaged is Section 12 of the Freedom of Information Act 2000 (FOI).

Section 12 of the FOI exempts Public Authorities from providing information where the estimated cost of compliance exceeds the appropriate limit. Any estimate must be undertaken in accordance with the limits set in fees regulations made under Section 12(5) of the FOI.

These Fees Regulations (SI 2004/3244 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations) allow for a refusal where the cost of compliance, for local authorities such as the Council, would exceed £450. As a guide, staff time to identify and extract this information is charged at a rate of £25 per hour.

In summary to provide the information you have requested would take us longer than 18 hours to compile as we do not record this type of information centrally and therefore we would have to carry out a manual trawl (to produce the detailed analysis you require) of each manually accessed record.

In estimating the cost of complying with a request for information, an authority can only take into account any reasonable costs incurred in:

“(a) determining whether it holds the information,

(b) locating the information, or a document which may contain the information,

(c) retrieving the information, or a document which may contain the information, and

(d) extracting the information from a document containing it”.

4. How many subject access requests you rejected in 2014?
Any requests not answered has a valid reason eg., requestor did not reply back to us.
5. How many subject access requests you rejected in 2015?
Any requests not answered has a valid reason eg., requestor did not reply back to us.
6. How many subject access requests you rejected in 2016?
Any requests not answered has a valid reason eg., requestor did not reply back to us.
7. What was the average cost for you to process a subject access request in 2014?
In respect of your above question, it has been established after careful consideration that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:

"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".
8. What was the average cost for you to process a subject access request in 2015?
In respect of your above question, it has been established after careful consideration that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:

"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".

9. What was the average cost for you to process a subject access request in 2016?

In respect of your above question, it has been established after careful consideration that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:

"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".

10. How much do you charge an individual to process a subject access request?
£10.00