

Response to Request for Information

Reference FOI 001783
Date 15 December 2017

Freedom of Information, Environmental Information and Data Protection Requests

Request:

I would like to know the following information:

1. Can you confirm the name of the person who looks after the FOI process (including FOI, EIR and DPA) requests at the Council?
[Anna Zollino-Biscotti – Information Governance Manager](#)
2. Can you confirm the name of the person who will look after the GDPR processes at the Council from next year (e.g. in the role of Data Protection Officer)?
[Following reasonable enquiries, it has been established that the Council does not hold the above requested 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 Freedom of Information Act 2000 \("The Act"\), 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".](#)

[However, we can confirm that the Council will be appointing a Data Protection Officer prior to May 2018.](#)

3. How are you planning to manage the incoming GDPR requests (including Subject Access Requests and Right to be Forgotten)?
[Requests under GDPR will be managed by the Information Governance Team, as per the process for managing current data protection requests. Requests will be managed in accordance with the new regulation and any other associated legislation, when it comes into force later in the year.](#)
4. For the following information please complete the table below. Dates are for the last three full calendar years (January to December)?
[Information provided below is in financial years rather than Calendar year.](#)

[NOT PROTECTIVELY MARKED]

		2016	2015	2014
a	Total number of information requests received	1,437	1,631	1,877
b	Total number of information requests handled under the Environmental Information Regulations (EIR)	76	*	*
c	What % of requests met the statutory targets for response under EIR? i.e. resolved within 20 working days	100%		
d	Total number of information requests handled under the Data Protection Act 1998	351	476	632
e	What % of requests met the statutory targets for response under DPA? i.e. resolved within 40 calendar days	99.43%	98.74%	82.28%
h	Total number of information requests processed under the Freedom of Information Act 2000	1,016	1,155	1245
i	What % of requests met the statutory targets for response under FOI? i.e. resolved within 20 working days	99.91%	99.48%	95.18%

* Information not held in a reportable format.