

## Response to Request for Information

Reference      FOI 001789  
Date            18 December 2017

### ***Subject Access Requests***

#### **Request:**

1. The total number of Subject Access Requests received in 2016 and 2017;  
2015/2016 = 476  
2016/2017 = 351

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

With reference to question 2, we can confirm that the Council holds information falling within the description specified in your request. However, Section 12 of the Freedom of Information Act 2000 allows a public authority to refuse a request if the cost of providing the information to the applicant would exceed the 'appropriate limit' as defined by the Freedom of Information Act.

The Regulations provide that the appropriate limit to be applied to requests received by local authorities is £450 (equivalent to 18 hours of work). 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
- (d) Extracting the information from a document containing it.

For the purposes of the estimate the costs of performing these activities should be estimated at a rate of £25 per hour.

The information appertaining to your request is not easily accessible. Requests are not categorised or recorded as "Proof of Life" requests and as such this information is not held as a distinct set able to be searched, retrieved or reported on. To provide you with the information requested would require a manual trawl of each case file for each request received, and as such we believe that the aggregated time it would take to collate the

information would be in excess of 18 hours (equivalent to a notional cost of £450).

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?

A case officer within the Information Governance team is allocated the request. The information is usually requested by one member of staff within the team whereby a request is sent to the relevant department(s) who hold the records asking for information.

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

With reference to question 4, please see our response to question 2 above.

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

In respect of question 5, it has been established after careful consideration that the Council does not hold the above information as we do not record the time taken to perform any task relating to the management of SARS.

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".

However, each request is dealt with individually and to obtain information can take either minutes, hours, days or weeks to collate.