



Kristina Akova

Information Management
Shire Hall
Warwick
CV34 4RL

Telephone 01926 412211
Email inforights@warwickshire.gov.uk

Please ask for Bruce Green

Our ref: 8561160

Your ref:

Date: 11th January 2023

Dear Kristina Akova

Freedom of Information Act 2000

Your request for information has been considered by Warwickshire County Council under the Freedom of Information Act 2000.

I can confirm that the information you have requested is held by Warwickshire County Council. However, please be advised we are unable to provide all of this information.

This is because some of the information you have requested is exempt under Section 40 (Personal Information) of the Freedom of Information Act 2000, and has been withheld from our response.

Please see below for further details and explanation.

You asked us:

Please could you kindly take a look at the following questions:

1. How many SARs (not other types of data protection requests) have been made to the council in the last 12 months?

312.

Please note: This is for the period 1st January to 31st December 2022.

2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

99.

3. How many staff are usually contacted to provide data to contribute to the request?

This information is not held by Warwickshire County Council.

4. On average how many hours are spent dealing with a SAR?

This information is not held by Warwickshire County Council.

5. Do you have any software to assist with SAR production and if so, which?

Adobe Acrobat Professional.

6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide:

Name: Sarah Duxbury.

Job Title: Assistant Director (Governance & Policy).

Email: sarahduxbury@warwickshire.gov.uk

Phone: 01926 412090.

Please note: Warwickshire County Council would usually provide staff information down to Tier 3 level only. This is because the more senior the member of staff, the less likely this is to be unfair processing of personal data under the Data Protection Act 2018. However, the Council is unwilling to disclose the details of more junior members of staff, which is likely to constitute unfair processing of personal data under the Data Protection Act 2018.

Therefore, the information you have requested to answer Q6 of your request is exempt from disclosure under Section 40(2) (Personal Information) of the Freedom of Information Act 2000, as the relevant officer is below the Tier 3 level.

This information is personal data as defined by the Data Protection Act 2018, and as it is information about someone else we are unable to give this to you, as release of this information would constitute a breach of the Data Protection Act 2018.

The first condition is that the disclosure of the information to a member of the public otherwise than under this Act:

- (a) would contravene any of the data protection principles, or;
- (b) would do so if the exemptions in section 24(1) of the Data Protection Act 2018 (manual unstructured data held by public authorities) were disregarded.

The second condition is that the disclosure of the information to a member of the public otherwise than under this Act would contravene Article 21 of the General Data Protection Regulation (general processing: right to object to processing).

We have included above details for the manager responsible for this service area.

Please treat this letter as a refusal notice in accordance with section 17 of the Freedom

of Information Act 2000, in respect of the information to answer Q6 of your request as outlined above.

7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)?

14 received, 4 went over the deadline.

Please note: This is for the period 1st January to 31st December 2022.

Yours faithfully.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within 40 days of the date of receipt of the response to your original letter and should be addressed to:

Information Management
Shire Hall
Warwick
CV34 4RL
inforights@warwickshire.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 0303 123 1113
Website: www.ico.gov.uk

I will now close your request as of this date.

Yours faithfully

Bruce Green
Information Rights Officer