

19<sup>th</sup> January 2021

Calderdale Against Corruption

[request-712217-af844c1b@whatdotheyknow.com](mailto:request-712217-af844c1b@whatdotheyknow.com)

Dear Calderdale Against Corruption

**Freedom of Information Request - Reference No: 20202656**

**REQUEST**

I would like to know the following information.

- 1) Between 2015 and 2020, how many Freedom of Information requests were received by SYP?
- 2) Between 2015 and 2020, how many Subject Access Requests were received by SYP?
- 3) Between 2015 and 2020, how many staff were available to handle the requests in part 1) and 2)?

Please provide the data organised by year and broken down by the total number per month, and also the cumulative total for the year in question.

**RESPONSE**

In order to assist me with your request, I contacted the Deputy Information Compliance Officer who has provided the attached spreadsheet showing the data requested in Questions 1 and 2 of your request.

The Information Compliance Officer has provided the breakdown of the staff dealing with Subject Access and Freedom of Information requests as follows:-

2016 – 3 staff (increased to 4 in November)  
2017 – 4 staff  
2018 – 4 staff  
2019 – 4 staff (increased to 5 in October)  
2020 – 5 staff (increased to 6 in September)

If you are unhappy with the way your request for information has been handled, you can request a review by following the advice contained in the separate notice enclosed with this correspondence:

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF.  
Telephone: 08456 306060 or 01625 545745  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

Jane Adamson  
Information Compliance Clerk  
South Yorkshire Police  
Information Compliance Unit  
Professional Standards Department  
Unit 20 Sheffield 35A Business Park  
Churchill Way  
Sheffield  
S35 2PY

Email - [foi@southyorks.police.uk](mailto:foi@southyorks.police.uk)

Please note that police forces in the United Kingdom are routinely required to provide information and statistics to government bodies and the recording criteria is set nationally. However, the systems used for recording these figures are not generic, nor are the procedures used locally in capturing the data. It should be noted that for these reasons this forces response to your questions should not be used for the comparison purposes with any other response you may receive.

South Yorkshire Police provides you the right to request a re-examination of your case under its review procedure (copy enclosed). If you decide to request such a review and having followed the Constabulary's full process you are still dissatisfied, then you have the right to direct your comments to the Information Commissioner who will give it consideration.

The South Yorkshire Police in complying with their statutory duty under sections 1 and 11 of the Freedom of Information Act 2000 to release the enclosed information will not breach the Copyright, Designs and Patents Act 1988. However, the rights of the copyright owner of the enclosed information will continue to be protected by law. Applications for the copyright owner's

### **Appeal Process for Freedom of Information**

Using this process will not affect your right to appeal directly to the Information Commissioner. However, it will usually be quicker if matters can be resolved locally using this process.

#### ***Who can appeal?***

Anyone who has requested information from the Force in writing can appeal within 20 working days. If you have requested information and you are not satisfied with the way we have dealt with your request, you can use the appeal process to have it looked at again. If someone who requested information would like to appeal but cannot do so themselves you can appeal on their behalf, but it will help us if you make it clear that you are doing so.

#### ***What can I appeal about?***

You can appeal about the range, amount and format of information we have sent following a request. You can also appeal about the way a request was handled – for example, the time it took to respond, or the way letters were worded.

#### ***How do I appeal?***

You can appeal by writing/ emailing your appeal/complaint to the address below. To deal with your appeal as quickly as possible, it will help if you can give us as much information as you can about the request made, such as the reference number, and the reason for your appeal/ complaint.

#### ***What happens to my appeal?***

Once we have enough details to identify the request you are concerned about, a qualified person, other than the initial decision maker, will deal with the internal review.

#### ***How long does it take?***

Whatever their conclusion, you will be informed of the result as soon as possible, and in any case within 20 days of submitting your appeal.

If you are still not satisfied, you may then appeal to the Information Commissioner.

#### ***Appeal Address***

**Information Compliance Unit South Yorkshire Police Professional Standards  
Department Unit 20 Sheffield 35A Business Park Churchill Way Sheffield S35 2PY**

Email [foi@southyorks.pnn.police.uk](mailto:foi@southyorks.pnn.police.uk)