

1- How many Freedom of Information requests you have received per month from April 2017 to May 2019?

Month	Number of FOI requests received
April 2017	17
May 2017	21
June 2017	32
July 2017	23
August 2017	29
September 2017	19
October 2017	27
November 2017	14
December 2017	22
January 2018	23
February 2018	31
March 2018	29
April 2018	23
May 2018	23
June 2018	16
July 2018	20
August 2018	33
September 2018	10
October 2018	26
November 2018	27
December 2018	18
January 2019	40
February 2019	20
March 2019	27
April 2019	24
May 2019	22

2- Could you provide further information on the requests?

Number per month which:

*Responded in full*

*Responded in part*

*Refused*

The information below relates to the figures in the table above, ie. of the number of FOI requests received in April 2017, the number of those that were responded to in full/part/refused. As you will be aware, requests must be responded to in 20 working days, thus the month in which a request is received may not be the month in which a response is issued.

'Responded in full' – indicates the number of responses in which the College disclosed the information requested in full

'Responded in part' – indicates the number of responses in which the College provided part of the information requested, due either to the use of an exemption for part of the information requested, or part of the information not being held, or both of the above.

'Refused' – indicates the number of responses in which the request is refused due to the following: being refused in full under an exemption, under section 12 or section 14 of the Act, or because the information was not held by the College.

'Other' – includes instances where requests were withdrawn, where clarification was sought but not received and thus the request was closed, or where the request was actioned under a different regime, or any other instances which do not fall into the categories above.

Month	Responded in full	Responded in part	Refused	Other
April 2017	4	9	3	1
May 2017	9	9	3	0
June 2017	8	15	9	0
July 2017	7	11	3	2
August 2017	7	14	7	1
September 2017	7	6	3	0
October 2017	11	11	5	0
November 2017	4	8	2	0
December 2017	7	11	3	1
January 2018	3	11	8	1
February 2018	9	15	4	3
March 2018	6	14	6	3
April 2018	5	12	6	0
May 2018	9	7	6	1
June 2018	4	9	3	0
July 2018	3	13	3	1
August 2018	5	20	8	0
September 2018	0	5	1	4
October 2018	11	9	6	0
November 2018	8	12	7	0
December 2018	5	9	1	3
January 2019	14	15	8	3
February 2019	7	8	3	2
March 2019	7	13	4	3
April 2019	8	12	4	0
May 2019	7	7	5	3

#### *Exceptions used*

The table below indicates the number of responses, by month, in which an exemption was used by the College. Responses where more than one exemption were used in the course of a response are counted as 1.

Month	Number of FOI responses which used an exemption under the Act
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April 2017	10
May 2017	10
June 2017	14
July 2017	11
August 2017	16
September 2017	6
October 2017	10
November 2017	7
December 2017	8
January 2018	13
February 2018	15
March 2018	12
April 2018	11
May 2018	4
June 2018	5
July 2018	13
August 2018	19
September 2018	2
October 2018	12
November 2018	11
December 2018	8
January 2019	15
February 2019	9
March 2019	14
April 2019	10
May 2019	9

#### *Responded within time limit*

Please note that the College's calculations of percentage excludes any responses under 'Other' in the table above.

Month	Responded within 20-working days (number)	Responded within 20-working days (percentage)
April 2017	16	100%
May 2017	21	100%
June 2017	31	97%
July 2017	21	100%
August 2017	26	93%
September 2017	15	94%
October 2017	27	100%
November 2017	13	93%
December 2017	19	90%
January 2018	21	91%
February 2018	26	93%
March 2018	24	92%
April 2018	23	100%
May 2018	22	100%
June 2018	16	100%

July 2018	18	90%
August 2018	32	97%
September 2018	6	100%
October 2018	26	100%
November 2018	26	96%
December 2018	15	100%
January 2019	36	97%
February 2019	18	100%
March 2019	24	100%
April 2019	24	100%
May 2019	19	100%

*Requests where the requester was identifiable as a current or former staff or student of your organisation*

Month	Request from current/former staff or student of the College
April 2017	0
May 2017	0
June 2017	6
July 2017	3
August 2017	2
September 2017	1
October 2017	1
November 2017	0
December 2017	1
January 2018	2
February 2018	3
March 2018	3
April 2018	3
May 2018	3
June 2018	0
July 2018	0
August 2018	2
September 2018	0
October 2018	0
November 2018	0
December 2018	1
January 2019	2
February 2019	2
March 2019	0
April 2019	0
May 2019	1



3- The number of Data subject access requests you have received per month from April 2017 to May 2019?

4- Could you provide further information on the requests?

Number per month which:

Responded in full

Responded in part

Refused

Responded within time limit

Month	Number of SARs received	Responded in full	Responded in part	Refused	Responded within time limit
April 2017	0	-	-	-	-
May	2	1	1	-	2
June	2	2	-	-	2
July	2	2	-	-	2
August	0	-	-	-	-
September	1	1	-	-	1
October	1	-	-	Withdrawn	-
November	2	2	-	-	2
December	0	-	-	-	-
January 2018	2	2	-	-	2
February	1	-	-	1*	-
March	3	3	-	-	3
April	1	1	-	-	1
May	1	1	-	-	1
June	1	1	-	-	1
July	5	3	1	-	4**
August	3	2	1	-	3
September	0	-	-	-	0
October	5	4	-	1*	5
November	0	-	-	-	0
December	1	-	1	-	1
January 2019	1	1	-	-	1
February	5	4	1	-	5
March	1	1	-	-	1
April	0	-	-	-	0
May	2	2	-	-	2

\*Requester did not respond when asked for further information. Request closed.

\*\* A further one request was settled outside of the process.

Please note, where requests are logged as being responded to in part, this is where material has been identified during the search and withheld from the requester in line with the exemptions available under the legislation. In all requests, material has been redacted to protect the personal data of third parties.

5- The number of requests regarding data subject rights such as requests for erasure or rectification by month from April 2017 to May 2019?

*6- Could you break down these requests by month by subject right?*

*The right to be informed*

*The right of access*

*The right to rectification*

*The right to erasure*

*The right to restrict processing*

*The right to data portability*

*The right to object*

*Rights in relation to automated decision making and profiling.*

The College has received five requests for erasure of personal data. These were received in June 2018, September 2018 (x2), January 2019 (x2).

The College has received no requests in relation to the other rights listed.

*7- How many staff (FTE) do you have to respond to freedom of information and data subject requests?*

2.6 FTE. These responsibilities are carried out alongside other activities.

*8- In which department do these staff sit? E.G. IT, Legal, Governance, Executive support*

Directorate of Governance & Legal Services