



**London
South Bank
University**

EST 1892

Data Protection and Information Compliance
Governance, Information and Legal Team
103 Borough Road
London SE1 0AA
Email: foi@lsbu.ac.uk

06/08/2019

Dear J G King,

Freedom of Information Act 2000 - Information Request Ref: FOI 19144

Further to your Freedom of Information request on 9 July 2019, London South Bank University (LSBU) has now considered your request and completed its search for the information requested. Our response is below and attached, together with a copy of your request below.

We are pleased to be able to respond to questions 1, 3, 5-8. However, we regret that it has not been possible to provide all of the information requested in questions 2 and 4. This letter acts as a partial refusal notice in line with section 17 of the Act. The Act contains a number of exemptions that allow public authorities to withhold certain information from release to the public domain. The following exemption has been applied to your request:

Section 12(1) FOIA 2000 - does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit".

The appropriate limit for public authorities is £450; equivalent of 18 staff hours.

At this time the university does hold the information requested, however we do not centrally record all the information in your request in such a way that enables us to easily provide it. In order to gather this information we would have to go through each individual request. We estimate that it will take us in excess of the applicable time limit to determine and locate the appropriate data, retrieve it and extract the information in reference to your request. Therefore, we cannot fully comply with this request. The questions to which this exemption applies are questions 2 and 4.

If you have any queries about this letter, please contact us and quote the reference above in any future communications.

You have the right to appeal against this response. If you wish to appeal, please set out in writing your reasons for the appeal and send it within 20 working days of the



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date of this letter to the Group Secretary and Clerk to the Board of Governors,
London South Bank University, 103 Borough Road, London, SE1 0AA.

Yours sincerely,

Data Protection and Information Compliance

Governance Information and Legal Team

London South Bank University

103 Borough Road, London, SE1 0AA

Email: foi@lsbu.ac.uk



Re: Freedom of Information Act 2000- Information Request Ref FOI 19144

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

2- Could you provide further information on the requests?

Number per month which:

Responded in full

Responded in part

Refused

Exceptions used

Responded within time limit

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

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

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.

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

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

LSBU's Response

The responses to the questions below only cover requests for information and personal data received by (or forwarded to) the Data Protection and Information Compliance Team. Operational areas of the University deal with day-to-day requests, or where requests can be dealt with as part of business as usual processes (e.g. updating addresses and contact details, routine access to personnel information, confirming the information held by Registry etc.)

1. Please see the attachment.
2. Please note the exemption explained in the letter above.
3. Please see the attachment.
4. Please note the exemption explained in the letter above.
5. Please see the attachment. Please note that the separate data subject rights were not articulated as in your request until May 2018. Consequently, we are not able to provide this information prior to May 2018. The number of subject access requests (right of access) is given in question 3.
6. Please see the attachment.
7. The Data Protection and Information Compliance Team currently has 1 FTE Data Protection and Information Compliance Officer, with 0.5 FTE permanent and 1 FTE short term contract assistants who are available to respond to freedom of information and data subject requests. However, responding to FOI and data subject requests is only one aspect of each role and it is not possible to accurately determine the FTE resource solely dedicated to responding to these requests.
8. The Data Protection and Information Compliance Team sit in the Legal team within the Executive Office.