

FREEDOM OF INFORMATION REQUEST
FOIA 2019.130

From the University Solicitor: Peter Aldred
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James King
By email: request-588156-bfdb913b@whatdotheyknow.com

13 August 2019

Dear Mr King

Thank you for your FOI request dated 17 July 2019 regarding FOI requests and subject access requests at the University of Chichester.

Your request appears below, with our responses interleaved:

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

<i>Apr 2017</i>	<i>11</i>
<i>May 2017</i>	<i>16</i>
<i>Jun 2017</i>	<i>16</i>
<i>Jul 2017</i>	<i>13</i>
<i>Aug 2017</i>	<i>21</i>
<i>Sep 2017</i>	<i>11</i>
<i>Oct 2017</i>	<i>15</i>
<i>Nov 2017</i>	<i>11</i>
<i>Dec 2017</i>	<i>16</i>
<i>Jan 2018</i>	<i>19</i>
<i>Feb 2018</i>	<i>21</i>
<i>Mar 2018</i>	<i>20</i>
<i>Apr 2018</i>	<i>10</i>
<i>May 2018</i>	<i>16</i>
<i>Jun 2018</i>	<i>10</i>
<i>Jul 2018</i>	<i>18</i>
<i>Aug 2018</i>	<i>20</i>
<i>Sep 2018</i>	<i>11</i>
<i>Oct 2018</i>	<i>16</i>
<i>Nov 2018</i>	<i>14</i>
<i>Dec 2018</i>	<i>14</i>
<i>Jan 2019</i>	<i>32</i>
<i>Feb 2019</i>	<i>15</i>
<i>Mar 2019</i>	<i>20</i>
<i>Apr 2019</i>	<i>28</i>

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

Some of this information is not held by the University. We do not record whether the requester was identifiable as a current or former staff member or student. We have not recorded the remaining requested information further back than the beginning of 2019.

Jan 2019	24 responded in full, 6 responded in part 28 were responded to within the time limit
Feb 2019	15 responded in full 11 were responded to within the time limit
Mar 2019	14 responded in full, 3 responded in part, 1 information not held 18 were responded to within the time limit
Apr 2019	18 responded in full, 8 responded in part, 2 information not held 19 were responded to within the time limit
May 2019	7 responded in full, 2 responded in part, 2 information not held, 1 exemption used 7 were responded to within the time limit

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

Apr 2017	0
May 2017	0
Jun 2017	0
Jul 2017	1
Aug 2017	0
Sep 2017	0
Oct 2017	0
Nov 2017	1
Dec 2017	3
Jan 2018	1
Feb 2018	0
Mar 2018	0
Apr 2018	2
May 2018	2
Jun 2018	1
Jul 2018	1
Aug 2018	2
Sep 2018	3
Oct 2018	2
Nov 2018	1
Dec 2018	1
Jan 2019	0
Feb 2019	0
Mar 2019	0
Apr 2019	0
May 2019	3

4- Could you provide further information on the requests?

Number per month which: Responded in full, Responded in part, Refused, Responded within time limit

All bar three requests were responded to in full. Of the three:

One in Dec 2017: Did not supply requisite identification/fee so could not be progressed.

One in July 2018: A third party request which was refused.

One in May 2019: Did not supply the requisite form to progress.

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

All of the requests above relate to right of access, bar one request in Mar 2019 where the data subject was exercising their right of erasure.

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.

Please see question 5.

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

There are four members of staff at the University with responsibility for FOI requests and SARs, however, it does not form a full part of any one role. Those with responsibility are: University Solicitor, Paralegal, Academic Registrar and Assistant Data Protection Officer.

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

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 two months of the date of receipt of the response to your original letter and should be addressed to FOI@chi.ac.uk. Please remember to quote the reference number above in any future communications.

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: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,



Peter Aldred
University Solicitor