



Dear Mr E Owen,

**Gloucestershire Constabulary Freedom of Information request 2020.0238**

On 02/03/2020 you sent an email constituting a request under the Freedom of Information Act asking the following:

*I am currently researching how Police Forces deal with FOI and Subject Access Requests and would be grateful if you could provide the following information.*

- 1) How many requests does the Force receive per annum (past 3 years) – FOI, Subject Access?*
- 2) What software resources are currently used to handle these?*
- 3) If bespoke disclosure management software is used when does the current contract expire?*
- 4) Who is the senior officer responsible for dealing with FOI, Subject Access, etc?*

Under the Freedom of Information Act 2000 s1, I can confirm that Gloucestershire Constabulary does hold some relevant information.

Police Forces in the United Kingdom are routinely required to provide 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 the figures given relate to information from the specific recording system of Gloucestershire Constabulary and should not be used for comparison purposes with any other response you receive.

Please note that our systems are designed to record information for policing purposes and the investigation of crime and not to extract statistical information. Accordingly whilst we endeavour to extract relevant data within the time limits of the Act, any data supplied is subject to these limitations.

**For Q1)**

A search has been conducted of the Freedom of Information (FOI) requests and Subject Access Requests, (SAR), with the following results.

Year	FOI	SAR
01/03/2017 - 31/12/2017	1039	144
01/01/2018 - 31/12/2018	1297	179
01/01/2019 - 31/12/2019	1293	230
01/01/2020 - 29/02/2020	288	28

**For Q2)**

The FOI and SAR requests are managed using 'Outlook' and 'Excel' software.

**For Q3)**

There is no bespoke disclosure management software and therefore no relevant contract in place.

**For Q4)**

The Head of Governance and Compliance, with the responsibility for FOI and SAR, is Sara Armstrong.

If you are not satisfied with this response or any actions taken in dealing with your request, you have the right to ask that we review your case under our internal procedure. Please note that a request for an internal review must be made within 20 working days of the response to your original request.

If you decide to request that such a review is undertaken and following this process you are still unsatisfied, you then have the right to direct your complaint to the Information Commissioner for consideration.

Yours sincerely,

**Mr R Mortimer**

Disclosure Officer

Gloucestershire Constabulary