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02 June 2020

018/2020

Dear Mr Owen

## **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

### **REQUEST DETAILS**

Please find below our response to your correspondence dated 27 February 2020 in which you made the following request under the Freedom of Information (Scotland) Act 2002:

"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?"

### **RESPONSE**

Your request for information has been considered and the Scottish Police Authority (SPA) is able to provide the following.

1.

<b>Year</b>	<b>FOI</b>	<b>SAR</b>
2018	128	1
2019	103	14
2020	26	19

2. Microsoft software is currently used to handle FOI and Subject Access Requests

3. We currently do not have a bespoke disclosure management system.

4. An Information Management Specialist responsible for FOI and Subject Access Requests.

## RIGHT TO REVIEW

If you are dissatisfied with the way in which your request has been dealt with, you are entitled in the first instance, and within 40 working days of receiving this response, to request a review of our actions and decisions. Should you wish to do so, please contact us at the following address, stating what has caused your dissatisfaction and what you require us to review:

Information Management, Scottish Police Authority, 1 Pacific Quay, Glasgow, G51 1DZ- [FOI@spa.pnn.police.uk](mailto:FOI@spa.pnn.police.uk)

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Scottish Information Commissioner within six months for a decision. Contact details are; Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS - [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal).

Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

Yours sincerely

**Carol-Anne Hilley**  
**SPA Information Management**