



**Brighton & Hove City Council**  
Information Governance Team  
Room 233  
Hove Town Hall  
Norton Road  
Hove  
BN3 3BQ

Mr Daniel Hill

FOI Reference: 6873409

Email: foicasex@xxxx.xxxxhton-hove.gov.uk

Date: 7 April 2021

Your reference:request-677467-1648ed53@whatdotheyknow.com

Dear Mr Hill

## **Freedom of Information Act 2000**

Thank you for your request for information to Brighton & Hove City Council ('the council') that was received on 11 August 2020. We apologise for length of time it has taken us to respond to you. We have now processed your request and our response is below.

### **Your request:**

#### ***Data Protection Based Questions***

***1) Does your Local Authority have an assigned Data Protection Team / Unit?***

***Yes***

***No***

***a. If yes, has it been set up since 2018?***

***Yes***

***No***

***2) Does your Local Authority have a Data Protection policy?***

***Yes***

***No***

***a. If yes, how often does your Local Authority update its Data Protection policy?***

***3) In 2017, how many Subject Access Requests did your Local Authority receive?***

***4) In 2019, how many Subject Access Requests did your Local Authority receive?***

***5) What percentage of Subject Access Requests were completed within the 40-day deadline in 2017?***

**6) What percentage of total Subject Access Requests were completed after extension in 2017?**

**7) What percentage of Subject Access Requests were completed within the one month deadline in 2019?**

**8) What percentage of total Subject Access Requests were completed after extension in 2019?**

**9) How many Data Protection Impact Assessments had your Local Authority conducted in 2017?**

**10) How many Data Protection Impact Assessments had your Local Authority conducted in 2019?**

**11) How many systems which process personal information had your organisation stopped using and storing personal data on in 2017?**

**12) How many systems which process personal information had your organisation stopped using and storing personal data on in 2019?**

**Records Management**

**13) Does your Local Authority have a Records Management Policy?**

**Yes**

**No**

**a. If yes, how often does your Local Authority update its Records Management Policy?**

**14) Does your Local Authority have a retention or disposal schedule?**

**Yes**

**No**

**b. If yes, how often does your Local Authority update its retention or disposal schedule?**

**13) Does your authority have an Electronic Document Record Keeping (or management) System?**

**Yes**

**Yes, multiple**

**No**

**a) If yes, what volume (Mbytes) of digital information was captured into this system in 2017?**

**b) If yes, what volume (Mbytes) of digital information was captured into this system in 2019?**

**14) How many digital records does your organisation have captured in your storage facilities currently?**

**Please state figure here:**

**15) What is the electronic volume (Mbytes) of digital information in your organisation's system currently?**

**Please state figure here:**

**15) How many digital records does your organisation have captured into your system currently?**

**Please state figure here:**

**16) How many paper-based files/documents and/or boxes does your organisation have in your storage facilities currently?**

**Please state figure here:**

**17) How many digital records were captured by your organisation in 2017?**

**Please state figure here:**

**18) How many digital records were captured by your organisation in 2019?**

**Please state figure here:**

**19) How many paper-based records were captured/registered by your organisation in 2017?**

**Please state figure here:**

**20) How many paper-based records were captured/registered by your organisation in 2019?**

**Please state figure here:**

**21) How many digital records/documents did your Local Authority dispose of in 2017, according to your retention or disposal schedules?**

**Please state figure here:**

**22) How many digital records/documents did your Local Authority dispose of in 2019, according to your retention or disposal schedules?**

**Please state figure here:**

**23) How many paper-based files and/or boxes had your Local Authority disposed of in 2017, based on your retention or disposal schedules?**

**Please state figure here:**

**24) How many paper-based files and/or boxes had your Local Authority disposed of in 2019, based on your retention or disposal schedules?**

**Please state figure here:**

**I also have an opinion-based question survey regarding this topic. Would you be happy with me following up regarding this? Please indicate: Yes  
No**

## **Our response:**

In processing your request, we liaised with colleagues within Information Governance as they would hold the information in relation to your request were this information to be held by the council.

We can confirm that the information you have requested is held by the council but is exempt from disclosure for the reasons detailed below.

The Freedom of Information Act (the Act) requires us to comply with a request unless it would be too expensive to do so. Under s.12 of the Act (Cost of compliance exceeds appropriate limit), the cost limit for the council this is £450 i.e. 18 hours at the rate of £25 per person hour.

The cost limit allows us to take into account when estimating the cost of complying with a request, time spent determining whether we hold the information requested, locating and retrieving it and extracting the information from the relevant document(s).

We do not centrally hold information on Subject Access Requests and processing teams do not always notify the central Data Protection Team when SARs are complete. This process is under review. Although we would hold this information, to collate it would require us to go through each of the SAR requests received in 2017 and contact each relevant business area asking them to confirm whether they responded to that SAR within the 40 calendar day limit. We estimate that the total time to undertake this activity alone would exceed the 18-hour limit. We are therefore unable to process your request as to do so would exceed the cost limit as set out in s.12 of the Act.

Please quote the reference number **6873409** in any future communications.

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 40 working days of the date of receipt of this response and should be addressed to:

[foicases@mail.brighton-hove.gov.uk](mailto:foicases@mail.brighton-hove.gov.uk)

or by post to the address at the top of this letter.

If you are still dissatisfied with the Council's response after the Internal Review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire SK9 5AF.  
Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

We will now close your request as of this date.

Yours sincerely

Information Governance Team

*Please note that due to the current Coronavirus (Covid 19) pandemic, we are unable to respond to or receive telephone calls or hard copy correspondence. Please contact us via email should you have any queries.*