



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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Further to your information request FOI/EIR 20/21-111 please find your question and our response below.

Request:

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?

Annually

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

2

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

13

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

50%

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

100%

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

100%

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

n/a

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

0

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

14

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

Information Not Held

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

Information Not Held

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?

Annually

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?

Annually

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

Yes

Yes, multiple

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?

Yes – EDRMS

a) Information Not Held

b) Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

EDRMS - 304522MB (304GB)

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

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

Please state figure here:

Information Not Held

26) 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:

Information Not Held

27) 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: Information Not Held

Response:

See responses above in red

This concludes your request FOI/EIR 20/21-111

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of your this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.