



City of Westminster

Mr Alejandro Robson Ramirez

Information Governance
Westminster City Council
64 Victoria Street
London
SW1E 6QP
Telephone 0207 641 3921
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Our ref: 31482089

Your ref:

Date: 1 June 2023

Dear Mr Ramirez

Freedom of Information Act 2000

Thank you for your recent Freedom of Information request. You asked to be provided with the following information:

1) Number of Subject Access Requests Received for the period 1st April 2022 to 31st March 2023?

- * Total number of SAR's received for the local authority*
- * Total number of SAR's received for Adult Social Care*
- * Total number of SAR's received for Children's Social*
- * Total number of SAR's received for Education Services*

2) Number of Subject Access Requests completed within the statutory timeframe of 30 days for the period 1st April 2022 to 31st March 2023?

- * Total number of SAR's completed within the statutory timeframe of 30 days by the local authority*
- * Total number of SAR's completed within the statutory timeframe of 30 days by Adult Social Care*
- * Total number of SAR's completed within the statutory timeframe of 30 days by Children's Social Care*
- * Total number of SAR's completed within the statutory timeframe of 30 days by Education Services*

3) Number of subject access requests that did not meet the statutory timeframe and were overdue for the period 1st April 2022 to 31st March 2023?

- * Total number of SAR's that did not meet the statutory timeframe and were overdue for the local authority*
- * Total number of SAR's that did not meet the statutory timeframe and were overdue for Adult Social Care*
- * Total number of SAR's that did not meet the statutory timeframe and were overdue for Children's Social Care*
- * Total number of SAR's that did not meet the statutory timeframe and were overdue for Education Services*

4) Average length of days that overdue subject access requests were late by for the period 1st April 2022 to 31st March 2023?

- * Average length of days that overdue subject access requests were late by for the*

local authority

** Average length of days that overdue subject access requests were late by for Adult Social Care*

** Average length of days that overdue subject access requests were late by for Children's Social Care*

** Average length of days that overdue subject access requests were late by for Education Services*

5) What was your longest overdue subject access request by days for the period 1st April 2022 to 31st March 2023?

** longest overdue subject access request by days for the local authority*

** longest overdue subject access request by days for Adult Social Care*

** longest overdue subject access request by days for Children's Social Care*

** longest overdue subject access request by days for Education Services*

6) Do you have a dedicated resource/team to process subject access requests?

If yes, do they cover all SAR's in the local authority, or is this resource just for certain areas?

And, if yes, what roles and how many does this team comprise of?

If no, do departments handle their own SAR's?

Response

1) Number of Subject Access Requests Received for the period 1st April 2022 to 31st March 2023?

** Total number of SAR's received for the local authority - 251*

** Total number of SAR's received for Adult Social Care - 24*

** Total number of SAR's received for Children's Social - 58*

** Total number of SAR's received for Education Services - 3*

2) Number of Subject Access Requests completed within the statutory timeframe of 30 days for the period 1st April 2022 to 31st March 2023?

** Total number of SAR's completed within the statutory timeframe of 30 days by the local authority - 129*

** Total number of SAR's completed within the statutory timeframe of 30 days by Adult Social Care - 12*

** Total number of SAR's completed within the statutory timeframe of 30 days by Children's Social Care - 19*

** Total number of SAR's completed within the statutory timeframe of 30 days by Education Services - 2*

3) Number of subject access requests that did not meet the statutory timeframe and were overdue for the period 1st April 2022 to 31st March 2023?

** Total number of SAR's that did not meet the statutory timeframe and were overdue for the local authority - 54*

** Total number of SAR's that did not meet the statutory timeframe and were overdue for Adult Social Care - 1*

** Total number of SAR's that did not meet the statutory timeframe and were overdue for Children's Social Care - 13*

** Total number of SAR's that did not meet the statutory timeframe and were overdue for Education Services - 0*

4) Average length of days that overdue subject access requests were late by for the period 1st April 2022 to 31st March 2023?

** Average length of days that overdue subject access requests were late by for the local authority - 29.72 days*

** Average length of days that overdue subject access requests were late by for Adult Social Care - 6 days*

** Average length of days that overdue subject access requests were late by for Children's Social Care - 14.67 days*

** Average length of days that overdue subject access requests were late by for Education Services - 0 none overdue*

5) What was your longest overdue subject access request by days for the period 1st April 2022 to 31st March 2023?

** longest overdue subject access request by days for the local authority - 141*

** longest overdue subject access request by days for Adult Social Care - 27*

** longest overdue subject access request by days for Children's Social Care - 97*

** longest overdue subject access request by days for Education Services - 0 none overdue*

6) Do you have a dedicated resource/team to process subject access requests?

Yes

If yes, do they cover all SAR's in the local authority, or is this resource just for certain areas?

The Council's Information Management Team manage all SAR's received by the Local Authority

And, if yes, what roles and how many does this team comprise of?

6 Officers

If no, do departments handle their own SAR's?

N/A

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:

Information Management Team
64 Victoria Street
London
SW1E 6QP
foi@westminster.gov.uk

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. Further information is also available from the Information Commissioner at:

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

Tel: 0303 123 1113 or 01625 54 57 45

Fax: 01625 524510

Web: www.ico.org.uk

I will now close your request as of this date.

Yours sincerely

Westminster City Council