

Jonathan Eatough Assistant Director: Governance,  
Procurement & Commissioning

Ms S. Clarke  
request-368474-  
xxxxxxxx@xxxxxxxxxxxxxxx.xxx

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TF3 4JA  
xxx@xxxxxxx.xxx.xx

**Contact:** Kelsey Robson  
**Your Ref:**

**Telephone:** (01952) 382537  
**Our Ref:** TWC-43895

**Fax:** (01952) 383991  
**Date:** 18 November 2016

Dear Ms Clarke,

## Freedom of Information Act (FOIA) 2000 – Information Request -TWC-43895

Further to your recent request, we are pleased to be able to provide you with the information you require, see below.

1. How many Subject Access Requests, under the Data Protection Act 1998, has your authority received in each year?

**This information can be found in our Audit Committee reports published on our website :**

**Subject Access Requests received for 2015/16**

[Audit Committee Report - Agenda item 9.0](#)

**Subject Access Requests received for 2014/15**

[Audit Committee Report - Agenda item 8.0](#)

**Subject Access Requests received for 2013/14**

[Audit Committee Report - Agenda item 13](#)

2. Do you record the requests by different parts of the authority; for example Children's Services, Adult Services, Personal? If so, please provide a breakdown of requests received by these directorates. If this is not recorded in such a way, please disregard the question

Service area	2013-2014	2014-2015	2015-2016	2016 to date
Children's Safeguarding & Specialist Services	24	18	21	27
Cross Council	2	12	3	3
Education and Corporate	1	2	1	1

Service area	2013-2014	2014-2015	2015-2016	2016 to date
Parenting				
Customer & Neighbourhood Services	7	4	5	
Family Cohesion and Commissioning	11	2	7	
Health & Wellbeing & Public Protection	1		1	
Finance Audit & IG	4	3	3	5
Adult Social Services	9	11	4	5
Law Democracy & People Services			4	
Business, Development & Employment	1		1	
Neighbourhood & Leisure		1		
Commercial Services				3
<b>Total</b>	<b>60</b>	<b>53</b>	<b>50</b>	<b>44</b>

3. Do you have specific directorate or authority teams that works on these requests?

**1 central team administers the requests and applies appropriate redactions however the files / information is held by the individual service areas.**

4. If so, what is the current team structure? I do not wish to receive any personal information – please simply provide job titles and management structure.

**Service Delivery Manager - Audit, Information Governance, Insurance & Investigation Team**

**Information Governance and Insurance Team Leader**

**Information Governance Officer**

5. What are the salary ranges for these posts? Again I do not wish to receive any personal information, please provide the scales or ranges these posts fall into.

**Service Delivery Manager - Audit, Information Governance, Insurance & Investigation Team - £57 - £60k**

**Information Governance and Insurance Team Leader - £40 -£45K**

**Information Governance Officer – 25-28k**

6. If you do not have a specific team working on these requests, please advise how your authority manages them.

**N/A**

7. How many requests have been disclosed within the legislated timescale – either 40 calendar days or 15 school days for each year?

**This information is contained in the Audit Committee reports referenced in the answer to question 1 above.**

If you are not happy with the information you have received, you have the right to appeal. Please send us the reasons for your appeal to the above address and mark for the attention of Information Governance, Freedom of Information – Appeal on or before 21/02/2017.

Please remember to quote the above reference number in all related correspondence.

Yours sincerely,

Kelsey Robson  
**Information Governance**