

FOI Reference Number: FOI/340/1920

Date: 15 January 2020

Request:

- 1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?
- 2) What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.
- 3) On average how many SAR/DPA requests does your authority receive in a month?
- 4) How many SAR officers are employed by your organisation who work on Subject Access Requests?
- 5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?
- 6) How many overdue Subject Access Requests do you currently have?

Response:

Thank you for your information request which Mid and East Antrim Borough Council received on 12 December 2019. Please find below, Mid and East Antrim Borough Council's response in relation to your request.

- 1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?

██████████@midandeastantrim.gov.uk

- 2) What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.

77%

3) On average how many SAR/DPA requests does your authority receive in a month?

Approx. 2

4) How many SAR officers are employed by your organisation who work on Subject Access Requests?

2

5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?

FOI@midandeantrim.gov.uk or Policy@midandeantrim.gov.uk

6) How many overdue Subject Access Requests do you currently have?

0

If you are dissatisfied with the handling of part 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 the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/340/1920 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.