

FREEDOM OF INFORMATION REQUEST

REQUEST NUMBER: FOI Request 002187-17

REQUEST DETAILS:

“January 2010 to End of January 2017

1. *How many local Subject access request have been processed for the following years, 2010,2011,2012,2013,2014,2015,2016 and January 2017.*
2. *How many staff do you have to process local subject access request.*
3. *Do those staff who deal with SARS also process other work, if so what work do they process, ie Information sharing agreement, requests for information from the insurance industry etc.*
4. *For the above years how many times have you breached the 40day limit.*
5. *How many staff do you employ in your data compliance unit, or Information Management unit or whatever name you call the department that processes data under the data protection act.”*

RESPONSE:

Suffolk and Norfolk Constabularies have considered your request for information and our response is below.

This response is correct as of 31 January 2017

The total number of subject access requests received by Norfolk and Suffolk Constabularies is provided in the table below, including the number that have been responded to outside of the statutory 40 day deadline.

Year	Suffolk		Norfolk	
	Received	Closed outside 40 day deadline	Received	Closed outside 40 day deadline
2017	18	0	17	0
2016	147	8	209	18
2015	134	0	199	4
2014	169	1	239	3
2013	168	0	233	5

2012	159	0	253	3
2011	173	1	195	3
2010	155	1	184	1

In the Joint Suffolk and Norfolk Information Compliance unit there are 6 FTE who respond to requests for information with a data protection element. There is no single FTE dedicated to only respond to subject access requests. The team services other requests for information such as Court Orders from Civil Courts in relation to Child Care Proceedings, solicitors, local authorities, regulatory bodies, insurance companies, CAFCASS and members of the public seeking to access information outside of the subject access process. The team also provide advice and guidance to Officers and Staff on data protection and disclosure matters.