



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI471481044

Thank you for your request for information relating to Subject Access Requests.

You have requested the following information:

1. How many SARs (not other types of data protection requests) have been made to the council in the last 12 months?

Total received: 336

Total Valid SARs: 281 (this excludes SARs where we have not received the correct identification or have been withdrawn).

2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

Total over deadline: 47

3. How many staff are usually contacted to provide data to contribute to the request?

4. On average how many hours are spent dealing with a SAR?

For Questions 3 and 4, this information is not recorded and therefore we are advising you as per Section 1(1) of the Act. To clarify, it will be dependent upon the request as to what service areas/individuals are contacted to provide data. We therefore cannot answer this question as each request is different. We do not record how many hours are spent dealing with a SAR.

5. Do you have any software to assist with SAR production and if so, which?

Adobe and Foxit.

6. Who has budget responsibility over the costs & resources required to respond to the SARs?

Adrian West, Data Protection Officer

Direct Email: dpoteam@coventry.gov.uk

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For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance