

61345 Management of Freedom of Information & Subject Access Requests

I would like to request the following information regarding how your organisation manages its statutory obligations under the Freedom of Information Act 2000 and UK GDPR (Subject Access Requests abbreviated as SAR):

Management of Freedom of Information Requests:

For each of the last three financial years, please provide the number of FOI requests received?

2025/26 – 3,311

2024/25 – 2,936

2023/24 – 2,283

For each of the last three financial years, please provide the number of FOI requests responded to within the statutory timeframe?

2025/26 – 2,863

2024/25 – 2,641

2023/24 – 2,658

Please be aware that the figures provided here are independent of the requests mentioned in Q1, as individual requests may extend into subsequent financial years. As a result, the numbers reported do not correspond directly to those in the previous question.

Please confirm whether the requests for FOI are managed by a centralised team (Information Governance/GDPR/Data Protection) or by individual departments/service areas or a Hybrid model (please describe briefly if hybrid)

Requests for FOI are managed by a centralised team – the Information Rights and Compliance Team – which is part of the Council's Information Governance Unit.

Please provide the number of staff members (FTE/PTE if available) dedicated to handling FOI requests.

Currently there are three FTE staff members.

Management of Subject Access Requests:

For each of the last three financial years, please provide the number of SAR requests received?

2025/26 – 1,172

2024/25 - 792

2023/24 – 721

For each of the last three financial years, please provide the number of SAR requests responded to within the statutory timeframe?

2025/26 - 846

2024/25 - 544

2023/24 - 436

Please be aware that the figures provided here are independent of the requests mentioned in Q5, as individual requests may extend into subsequent financial years. As a result, the numbers reported do not correspond directly to those in the previous question.

Please confirm whether the requests for SAR are managed by a centralised team (Information Governance/GDPR/Data Protection) or by individual departments/service areas or a Hybrid model (please describe briefly if hybrid)

Subject Access Requests are managed by a centralised team – the Information Rights and Compliance Team – which is part of the Council's Information Governance Unit.

Please provide the number of staff members (FTE/PTE if available) dedicated to handling SAR requests.

Currently, there are twelve FTE staff processing Subject Access Requests.