

## Freedom of Information Act 2000 disclosure log entry

### Reference

22-23431

### Date response sent

20/03/23

### Subject

SARS, Compliance & Responses

### Details of enquiry

1. How many SARs (not other types of data protection requests) have been made to the council in the last 12 months?
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)?
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?
5. Do you have any software to assist with SAR production and if so, which?
6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide  
Name:  
Title:  
Direct Email:  
Direct Phone Number:
7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)?

### Response sent

1. How many SARs (not other types of data protection requests) have been made to the council in the last 12 months?  
**96 requests**
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)?  
**18 requests**
3. How many staff are usually contacted to provide data to contribute to the request?  
**1 person**
4. On average how many hours are spent dealing with a SAR?  
**We have no process in place to capture this. We confirm that the data is not held**
5. Do you have any software to assist with SAR production and if so, which?  
**We do not have any dedicated software to assist with SAR responses**

6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide
- Name: Sheila Murphy
  - Title: Interim Director Of Corporate Governance
  - Direct Email: IG@Tavi-Port.nhs.uk
  - Direct Phone Number:
7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)
- 96 requests received, 18 requests went over the deadline.