

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI4887/NH/02
Please ask for: Nicola Hesketh
Direct dial: 01827 709 587
E-mail: FOImailbox@tamworth.gov.uk

[Name Redacted]

15th January 2018

Dear [Name Redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

I would like to know the following information:

- 1. Can you confirm the name of the person who looks after the FOI process (including FOI, EIR and DPA) requests at the Council*
- 2. Can you confirm the name of the person who will look after the GDPR processes at the Council from next year (e.g. in the role of Data Protection Officer)*
- 3. How are you planning to manage the incoming GDPR requests (including Subject Access Requests and Right to be Forgotten)*
- 4. For the following information please complete the table below. Dates are for the last three full calendar years (January to December) :*

2016 2015 2014

- a Total number of information requests received*
- b Total number of information requests handled under the Environmental Information Regulations (EIR)*
- c What % of requests met the statutory targets for response under EIR? i.e resolved within 20 working days*
- d Total number of information requests handled under the Data Protection Act 1998*
- e What % of requests met the statutory targets for response under DPA? i.e resolved within 40 calendar days*
- h Total number of information requests processed under the Freedom of Information Act 2000*
- i What % of requests met the statutory targets for response under FOI? i.e resolved within 20 working days*

The response to your request as follows:

- A. Nicola Hesketh
- B. Nicki Burton / Nicola Hesketh
- C. Requests received under GDPR will be managed in line with the regulation and ICO Guidance/codes of practise.
- D.

		2016	2015	2014
a	Total number of information requests received	595	489	n/a
b	Total number of information requests handled under the Environmental Information Regulations (EIR)	9	n/a	n/a
c	What % of requests met the statutory targets for response under EIR? i.e resolved within 20 working days	88.89%	n/a	n/a
d	Total number of information requests handled under the Data Protection Act 1998	44	n/a	n/a
e	What % of requests met the statutory targets for response under DPA? i.e resolved within 40 calendar days	90.91%	n/a	n/a
h	Total number of information requests processed under the Freedom of Information Act 2000	586	494	n/a
i	What % of requests met the statutory targets for response under FOI? i.e resolved within 20 working days	92.32%	97.14%	n/a

To note:

Figures provided are from Jan-Dec

- a) We have interpreted this to be the total EIR/FOI requests for information received.
- b) Information for the year 2014/2015 is not held
- c) Information for the year 2014/2015 is not held
- d) Information for 2014/2015 is not held
- e) Information for 2014/2015 is not held
- h) Information for the year 2014 is not held
- i) Information for year 2014 is not held

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This council also believes in transparency of information, this includes requests made under the Freedom of Information Act and the Environmental Information Regulations and we reserve the right to publish these requests in our Disclosure Log along with the response, the requestors name and/or company where the information is requested on a regular basis. Care shall be taken not to publish your email address or physical address where it is considered personal information as defined under the Data Protection Act 1998.

Project and Information Coordinator,
Tamworth Borough Council,
Marmion House,
Lichfield Street,
Tamworth,
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator