

**1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?**

B\_DATAPROTECTION@west-midlands.pnn.police.uk

For the attention of Rachel Parsons

**2) What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.**

70.67% of requests have been closed on time since May 2018.

Without going into each individual record West Midlands police cannot be day-specific about whether the Subject Access Request was closed on time. We have been able to produce a report which shows SARs closed within the month they were due, and therefore that is what this percentage is based on. For instance, a request might have been due on 5th May, but was closed on 25th May – the report only shows that it was due in May and was closed in May. This also means that the data is reflective of the whole of May 2018, rather than specifically 25<sup>th</sup> May as stated in the FOI Request. There are 1361 records, please note that researching each individual case would exceed the appropriate limit (FOIA, s.12).

**3) From Jan 2019 to present how many SAR/DPA requests does your authority receive in a month?**

Month	Amount received
Jan-19	129
Feb-19	118
Mar-19	119
Apr-19	102
May-19	98
Jun-19	87
Jul-19	110
Aug-19	103
Sep-19	120
Oct-19	111
Nov-19	110

**4) How many SAR officers are employed by your organisation who works on Subject Access Requests?**

4 x Disclosure Officers (2 full time, 2 part time)

1 x Business Support Assistant (full time staff member with other duties alongside SAR administration)

**5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?**

[B\\_DATAPROTECTION@west-midlands.pnn.police.uk](mailto:B_DATAPROTECTION@west-midlands.pnn.police.uk)

**6) How many overdue Subject Access Requests do you currently have?**

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