

REQUEST**1. How many SARs have been made to your organisation in the last recorded 12 months?**

From 10/08/2019 to 10/08/2020 1837 requests received resulting in 1117 being Valid SAR requests. The other 720 requests we directed to an alternate department or applicant did not wish to continue with the SAR process.

2. Please provide a breakdown of the specific departments that these SARs relate to?

As an applicant making a SAR request has the right to request ALL information held on them it would depend on the individual application to which specific department would be contacted.

However to assist requests can be completed without contacting any alternate department as information is sourced by the team here by interrogating local systems. If a complex request is received other departments may be contacted: as each request is individual we would source information from any department required as long as specific parameters given by the applicant enabling us to know where to search.

3. is there a central response to SARs or is it devolved to the departments involved?

SAR's are responded to by the Data Protection team within CDU (Civil Disclosure Unit).

Information may be sourced from other departments but is returned to/collated by the Data Protection team to provide the disclosure making redactions where necessary

4. How many staff deal with responses?

2 staff process full SAR responses,

An additional person process admin + SAR queries before request accepted, Department manager processes staff SAR requests so 4 in total

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

On Average 2 hours, However as each SAR individual to the requester some requests can take 20 minutes others weeks/ up to 3 months

6. Do you have any software to assist with SAR production?

CYC Freedom for pre-populated standard templates, Adobe for redactions, Audacity tape to digital convertor, Evidence.com for supplying images from Body Worn footage, IT provide an email search for internal staff applications, other than these there is no specific SAR production software and all investigations for information are completed on West Midlands Police local systems

7. Who is the budget holder responsible for expenditure & resource allocation relating to SAR responses? Please include Name: Title: Direct Email Address:

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