

Our Ref: IM-FOI-2022-2583
Date: 21st December 2022



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

1. How many SARs (not other types of data protection requests) have been made to the force in the last 12 months?

Between 1 October 2021 and 30 September 2022 (the last 4 quarters for which data is available), Police Scotland received 6,345 subject access requests (SARs).

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)?

411 of the SARs referenced above were responded to beyond the statutory deadline.

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?

In response to these questions I can confirm that the information sought is *not recorded* and is therefore *not held* by Police Scotland - section 17 of the Act therefore applies. To be of assistance I can advise you anecdotally that this will vary significantly depending on the nature of the SAR.

For example, some SARs do not require the involvement of any staff beyond the Information Management team as they can be researched directly from force systems.

5. Do you have any software to assist with SAR production and if so, which?

SARs are managed using Microsoft SharePoint.
Adobe Acrobat is used for redaction.

6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide Name, Title, Direct Email, Direct Phone Number

Sheena Brennan, Information Manager (Disclosure) is head of the department that processes SARs. She can be contacted via 101 and contactus@scotland.police.uk

OFFICIAL

In terms of section 16 of the Act in conjunction with the exemption set out at section 30(c) I am refusing to provide you with a direct phone number and email address on the basis that doing so would prejudice public affairs.

To explain, for all public authorities but emergency services in particular, it is essential that publicly available, appropriate means of contact are not circumvented.

Should you require any further assistance please contact Information Management quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions.

Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to foi@scotland.police.uk or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to enquiries@itspublicknowledge.info or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.