

FOI number: **HBC_FOI_20200414**
Date FOI Received: **17/07/2020**
Department: **Legal**
Title: **Records Management and Data Protection Statistics**
Description: **Records Management and Data Protection Statistics**

Request: (As Redacted sent by requestor)

Data Protection Based Questions

- 1) Does your Local Authority have an assigned Data Protection Team / Unit?
Yes
No
a. If yes, has it been set up since 2018?
Yes
No
- 2) Does your Local Authority have a Data Protection policy?
Yes
No
a. If yes, how often does your Local Authority update its Data Protection policy?
- 3) In 2017, how many Subject Access Requests did your Local Authority receive?
- 4) In 2019, how many Subject Access Requests did your Local Authority receive?
- 5) What percentage of Subject Access Requests were completed within the 40-day deadline in 2017?
- 6) What percentage of total Subject Access Requests were completed after extension in 2017?
- 7) What percentage of Subject Access Requests were completed within the one month deadline in 2019?
- 8) What percentage of total Subject Access Requests were completed after extension in 2019?
- 9) How many Data Protection Impact Assessments had your Local Authority conducted in 2017?
- 10) How many Data Protection Impact Assessments had your Local Authority conducted in 2019?
- 11) How many systems which process personal information had your organisation stopped using and storing personal data on in 2017?
- 12) How many systems which process personal information had your organisation stopped using and storing personal data on in 2019?

Records Management

- 13) Does your Local Authority have a Records Management Policy?
Yes
No
a. If yes, how often does your Local Authority update its Records Management Policy?
- 14) Does your Local Authority have a retention or disposal schedule?

Yes

No

b. If yes, how often does your Local Authority update its retention or disposal schedule?

13) Does your authority have an Electronic Document Record Keeping (or management) System?

Yes

Yes, multiple

No

a) If yes, what volume (Mbytes) of digital information was captured into this system in 2017?

b) If yes, what volume (Mbytes) of digital information was captured into this system in 2019?

14) How many digital records does your organisation have captured in your storage facilities currently?

Please state figure here:

15) What is the electronic volume (Mbytes) of digital information in your organisation's system currently?

Please state figure here:

15) How many digital records does your organisation have captured into your system currently?

Please state figure here:

16) How many paper-based files/documents and/or boxes does your organisation have in your storage facilities currently?

Please state figure here:

17) How many digital records were captured by your organisation in 2017?

Please state figure here:

18) How many digital records were captured by your organisation in 2019?

Please state figure here:

19) How many paper-based records were captured/registered by your organisation in 2017?

Please state figure here:

20) How many paper-based records were captured/registered by your organisation in 2019?

Please state figure here:

21) How many digital records/documents did your Local Authority dispose of in 2017, according to your retention or disposal schedules?

Please state figure here:

22) How many digital records/documents did your Local Authority dispose of in 2019, according to your retention or disposal schedules?

Please state figure here:

23) How many paper-based files and/or boxes had your Local Authority disposed of in 2017, based on your retention or disposal schedules:

Please state figure here:

24) How many paper-based files and/or boxes had your Local Authority disposed of in 2019, based on your retention or disposal schedules:

Please state figure here:

Response: (Response as Redacted sent by service)

QUESTION NUMBER	RESPONSE
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1	NO
2	YES
2A	INFORMATION NOT HELD
3	11
4	20
5	INFORMATION NOT HELD
6	INFORMATION NOT HELD
7	INFORMATION NOT HELD
8	INFORMATION NOT HELD
9	INFORMATION NOT HELD
10	1
11	INFORMATION NOT HELD
12	INFORMATION NOT HELD
13	INFORMATION NOT HELD
14	INFORMATION NOT HELD
15	INFORMATION NOT HELD
2 nd 15	INFORMATION NOT HELD
16	INFORMATION NOT HELD
17	INFORMATION NOT HELD
18	INFORMATION NOT HELD
19	INFORMATION NOT HELD
20	INFORMATION NOT HELD
21	INFORMATION NOT HELD
22	INFORMATION NOT HELD
23	INFORMATION NOT HELD
24	INFORMATION NOT HELD
Survey question	Invitation declined