



Scotland Office

An Oifis Albannach

1 Melville Crescent
Edinburgh EH3 7HW

[REDACTED]
26 April 2012

Telephone: 0131-244 [REDACTED]
Fax: 0131-244 [REDACTED]
[REDACTED]
Website: www.scotlandoffice.gsi.gov.uk

Our ref: FOI DB 425

Dear [REDACTED],

Freedom of Information Request

I refer to your request which was received by email on 23 April 2012. You asked for the following information under the Freedom of Information Act 2000:

Please could you provide the following information regarding the number of Subject Access Requests you have and are currently processing?

- 1. What are the annual number of SARs you process for the last three financial years (2009/10, 2010/11, 2011/12)?*
- 2. What are the annual totals (number of SARs) processed that were responded to beyond the 40 calendar day deadline?*
- 3. In the last financial year (2011/12), what is the average number of days you have taken to prepare your response to an SAR (within the 40 calendar day deadline)?*
- 4. In the last financial year (2011/12), what is the average number of days you have taken to complete the SAR response cycle e.g. from receipt of first SAR to conclusion of the enquiry?*
- 5. In the last financial year (2011/12), what was the duration of the longest response to a single SAR (within the 40 calendar day deadline)?*
- 6. In the last financial year (2011/12), what was the duration of the longest completion time for a single SAR e.g. from receipt of first SAR to conclusion of the enquiry?*
- 7. What is the total number of current SARs you are processing?*
- 8. Of the total number currently being processed, what is the number that is outside the 40 calendar day deadline?*
- 9. How many full-time equivalent staff are processing SAR requests?*
- 10. What is the nature of the requests?*

I am writing to confirm that the Scotland Office has now completed its search for the information you requested. The Scotland Office is not currently processing any Subject Access Requests.

During the last three financial years we have only received one Subject Access Request therefore the majority of the supplementary questions which you have raised are not applicable. The requestor simply asked for a copy of all personal information held by the Scotland Office about her and a nil response was issued within the deadline.

To provide you with some context, the Scotland Office is a relatively small Government department and we do not hold personal information about individuals.

I hope you find this response helpful however, if you are dissatisfied with the outcome, you may ask for an internal review. A request for internal review should be addressed to:

FOI Officer
1 Melville Crescent
Edinburgh
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply direct to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

[Redacted signature]

[Redacted name]
Scotland Office