



Animal &
Plant Health
Agency

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[REDACTED]
{By Email}

Our Ref: ATIC1187

19 October 2017

Dear [REDACTED]

PROVISION OF REQUESTED INFORMATION

Thank you for your clarified request for information about subject access requests which we received on 17 October 2017. Your request has been handled under the Freedom of Information Act 2000.

The information you requested and our response is detailed below:

Clarity was sought on what you meant by “rejected” subject access requests. You defined them to mean:

“By rejected, I mean received a request from an individual that did not conform to the DPA’s obligations or that you could not answer i.e. you received a request but did not process it.”

1. “How many subject access requests did you receive the identifying paperwork for and process in 2014?”
2. How many subject access requests did you receive the identifying paperwork for and process in 2015?
3. How many subject access requests did you receive the identifying paperwork for and process in 2016?
4. How many subject access requests you rejected in 2014?
5. How many subject access requests you rejected in 2015?
6. How many subject access requests you rejected in 2016?
7. What was the average cost for you to process a subject access request in 2014?
8. What was the average cost for you to process a subject access request in 2015?
9. What was the average cost for you to process a subject access request in 2016?
10. How much do you charge an individual to process a subject access request?”

Individuals have the right to their own personal data, commonly referred to as a subject access request (SAR), created by section 7 of the Data Protection Act (DPA).

Firstly, a request should be made in writing.

In accordance with Section 7(3) of the DPA, APHA are also required to satisfy ourselves as to an individual's identity, and to request such information as we may reasonably require to locate the personal data that is sought.

Additionally, Section 7(2) of the DPA also provides for a fee to be paid by persons who are requesting their own personal data.

Once these have been received the request is effectively valid and can be processed.

- In 2014 APHA processed 25 SAR's that met the criteria set out above.
- In 2015 APHA processed 11 SAR's that met the criteria set out above.
- In 2016 APHA processed 14 SAR's that met the criteria set out above.

- In 2014 APHA received 6 SAR's that did not meet the criteria set out above, and therefore were not processed as they were invalid.
- In 2015 APHA received 8 SAR's that did not meet the criteria set out above, and therefore were not processed as they were invalid.
- In 2016 APHA received 13 SAR's that did not meet the criteria set out above, and therefore were not processed as they were invalid.

As explained above once a valid SAR is received there is a legislative duty for APHA to comply with it. This means that no valid SAR's in 2014, 2015 and 2016 were received and not processed.

Following a search of our paper and electronic records, I have established that the average cost to process a SAR is not held by APHA. This is because APHA do not record this information.

APHA do choose to charge a fee for processing a SAR under the DPA. This fee is set at £10.

Information disclosed in response to this FOI request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

I attach an Annex which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

ACCESS TO INFORMATION TEAM

Email: enquiries@apha.gsi.gov.uk

Annex

Copyright

The information supplied to you is Crown copyright, unless otherwise stated, and is protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including for the purposes of news reporting. You can find details on the arrangements for re-using Crown copyright information at:

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Complaints

If you are unhappy with the result of your request for information you may request an internal review within 40 working days of the date of this letter.

If you wish to request an internal review, please contact: The Access to Information Team at enquiries@apha.gsi.gov.uk or at the postal address at the top of this letter, who will arrange for an internal review of your case.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted APHA's own complaints procedure. The Information Commissioner can be contacted at:

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