



Our ref: FOI 2017/10159

Your ref:

Date: 19 October 2017

Dear

Thank you for your email of 19 September 2017, received 18 October 2017 requesting the following information:

“Individuals have a right, commonly referred to as a subject access request (SAR), created by section 7 of the Data Protection Act. I am writing to you under the Freedom of Information Act 2000 to request the following information regarding your processing of subject access requests:

- 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?”*

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that all the information in scope of your request is held.

For ease of reference, our responses are provided against each of your questions in turn, below.

1. How many subject access requests did you receive the identifying paperwork for and process in 2014?

Dstl received and processed 23 subject access requests in 2014; this includes special subject access requests.

2. How many subject access requests did you receive the identifying paperwork for and process in 2015?

Dstl received and processed 28 subject access requests in 2015; this includes special subject access requests.

3. How many subject access requests did you receive the identifying paperwork for and process in 2016?

Dstl received and processed 16 subject access requests in 2016; this includes special subject access requests.

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?

In relation to questions 4-6 Dstl rejected no subject access requests for the period 2014-2016.

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?

In relation to questions 7-9 Dstl does not capture the costs for processing SARs

10. How much do you charge an individual to process a subject access request?

Dstl does not charge to process subject access requests.

If you have any queries regarding the content of this letter, please contact this office in the first instance

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Dstl Secretariat