

Request 7523 – Technology, IT management

(SCDC) Records Management and Data Protection Statistics

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

1) Does your Local Authority have an assigned Data Protection Team / Unit? Yes

a. If yes, has it been set up since 2018?

Yes

2) Does your Local Authority have a Data Protection policy?

Yes

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? 11

4) In 2019, how many Subject Access Requests did your Local Authority receive? 21

5) What percentage of Subject Access Requests were completed within the 40-day deadline in 2017?

27%

6) What percentage of total Subject Access Requests were completed after extension in 2017?

Not sure what extension means, but 73% were completed after 40 days.

7) What percentage of Subject Access Requests were completed within the one-month deadline in 2019?

62%

8) What percentage of total Subject Access Requests were completed after extension in 2019?

Not sure what extension means, but 38% were completed after 30 days.

9) How many Data Protection Impact Assessments had your Local Authority conducted in 2017?

Not Held.

10) How many Data Protection Impact Assessments had your Local Authority conducted in 2019?

Not Held.

11) How many systems which process personal information had your organisation stopped using and storing personal data on in 2017?

Unknown

12) How many systems which process personal information had your organisation stopped using and storing personal data on in 2019?

Unknown

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? Reviewed every two years

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? It is updated with legislation changes

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

Yes

Yes, multiple

No

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

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

14) How many digital records does your organisation have captured in your storage facilities currently? Unknown Please state figure here:

15) What is the electronic volume (Mbytes) of digital information in your organisation's system currently? Unknown Please state figure here:

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

Please state figure here: Unknown

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

Please state figure here: Unknown

17) How many digital records were captured by your organisation in 2017? Please state figure here: Unknown

18) How many digital records were captured by your organisation in 2019? Please state figure here: Unknown

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

Please state figure here: Unknown

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

Please state figure here: Unknown

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: Unknown

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: Unknown

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: Unknown

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:

Unknown