

REPORT TO: Cabinet

MEETING DATE: 8 September 2020

BY: Depute Chief Executive - Resources and People Services

SUBJECT: Freedom of Information (Scotland) Act 2002 and Data Protection Act 2018 (GDPR) – Compliance Statistics in 2019

1 PURPOSE

- 1.1 To report on the Council's compliance with the 20 working day timescale laid down by the Freedom of Information (Scotland) Act 2002 for the calendar year 2019 (i.e.: from 1 January 2019 to 31 December 2019).
- 1.2 To report on the Council's compliance with the one month timescale laid down by the Data Protection Act 2018 (GDPR) for the calendar year 2019 (i.e.: from 1 January 2019 to 31 December 2019).

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the report and for Members to provide feedback on the compliance statistics.

3 BACKGROUND

- 3.1 **Freedom of Information (Scotland) Act 2002** - During 2019, East Lothian Council operated in accordance with the statutory requirements, particularly:

Requests for information – to be answered within 20 working days

Requests for review – to be answered within 20 working days by a Chief Officer or an officer nominated by them.

If requesters remained dissatisfied after completing this process, then they had a legal right to appeal to the Scottish Information Commissioner.

3.2 Freedom of Information (FOI) statistics are recorded by People and Governance (previously Licensing, Administration and Democratic Services). Guidance on how to handle information requests, and requests for review, is published on the Council's intranet, accessible to all employees.

3.3 The total number of FOI requests in 2019 was 1,417. By way of comparison, 1,448 requests were received during the previous calendar year, 2018. A decrease of 31 although overall numbers of FOI requests have been increasing steadily since the Freedom of Information (Scotland) Act 2002 came into force.

This figure includes information requests processed under the Environmental Information (Scotland) Regulations 2004 (EIR). A split of the FOI and EIR requests is provided at 3.5 of this report.

3.4 The total number of requests for review received in 2019 was 44. By way of comparison, 87 review requests were received during the previous calendar year, 2018. A decrease of 43.

This figure includes reviews processed under the Environmental Information (Scotland) Regulations 2004 (EIR). A split of the FOI and EIR reviews is provided at 3.6 of this report.

3.5 Since January 2013, the recording system used has distinguished between FOI requests and requests falling within the Environmental Information (Scotland) Regulations 2004 (EIR). The table below provides a breakdown of the response timescales for both FOI and EIR requests in 2019:

	FOI				EIR			
	2019		2018 (for comparison)		2019		2018 (for comparison)	
On time	1,016	93%	413	35%	226	97%	39	21%
Late	72	7%	752	65%	8	3%	149	79%
Cancelled/Withdrawn	26		23		19		3	
Suspended	3		23		7		5	
Invalid	38		39		2		2	
Ongoing	0		0					
TOTAL ACTIONED	1,155		1,250		262		198	

3.6 The table below provides a breakdown of the response timescales for FOI and EIR requests for review in 2019:

	FOI				EIR			
	2019		2018 (for comparison)		2019		2018 (for comparison)	
On time: Within 20 Working Days	19	83%	46	69%	21	100%	15	75%
Late	4	17%	21	31%	0		5	25%
Upheld or partially upheld	11		9		17		2	
Overtuned	6		56		3		18	
Decision reached for the first time (previously we failed to respond).	6		N/A		1		N/A	
Additional Info Provided	0		1		0		0	
Invalid	0		1		0		0	
Still Outstanding	0		0		0		0	
Total Actioned	23		67		21		20	

3.7 The top three categories of enquirer in 2019 were:

- 1) General Public (49%)
- 2) Commercial Organisations (22%)
- 3) Journalists (16%)

3.8 **Data Protection Act 2018 (GDPR)** – with effect from 25 May 2018, East Lothian Council operates in accordance with the statutory requirements, particularly:

Requests for personal information (“Subject Access Requests”) – to be answered within one month

3.9 Data Protection (DP) statistics are recorded by People and Governance (previously Licensing, Administration and Democratic Services). Guidance on how to handle requests for personal information (“Subject Access Requests”) is published on the Council’s intranet, accessible to all employees.

3.10 The total number of DP “Subject Access Requests” received in 2019 was 122. By way of comparison, 79 requests were received during the previous calendar year, 2018.

	2019		2018 (for comparison)	
Completed on time (within 40 calendar days)	N/A	97%	8	58%
Completed on time (within one month)	108		27	
Late	3	3%	25	42%
Suspended	8		19	
Withdrawn	3		0	
Ongoing	0		0	
Total Actioned	122		79	

4 POLICY IMPLICATIONS

4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other – None

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	Kirstie MacNeill
DESIGNATION	Service Manager – People & Governance
CONTACT INFO	Ext: 7164 Email: kmacneill@eastlothian.gov.uk
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