I would like to make an FOI request for the following pieces of information:

1. How many people are employed to deal with FOI?

The central Information Governance team comprises the following members of staff:

1 x Information Governance Manager   (grade 11 - £40,858 to £43,757)
1 x Records Manager   (grade 8 - £28,221 to £30,756)
1 x Information Risk Officer   (grade 8 - £28,221 to £30,756)
1 x Information Governance Officer   (grade 6 - £21,693 to £23, 866)

The team is responsible for requests under the Freedom of Information Act, Environmental Information Regulations, Data Protection Act (Subject Access Request's, Criminal Investigations from Law Enforcement Agencies and Information Security Incidents) etc. We also provide advice on these Acts as well as Records Management.

2. What is the budget for administering FOI?

There is no budget specifically for administering FOI requests.

Please refer to question 1 for further information.

3. Do you use case management software for FOI? If so, which one?

We currently use CycFreedom (http://www.gsaltd.com/)

4. Do you publish a disclosure log?

No