

## **Freedom of Information Request 349-1819.**

### **Request and Response**

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

FOI is administered as part of the role of officers within the Information Management Team. This team is responsible for information management / governance in its wider sense. This includes, but is not limited to, the following:

- Oversee the Information Governance Framework
- Implementation of GDPR and Data Protection legislation (plus associated right of access and other information requests),
- Statutory Data Protection Officer role,
- Freedom Of Information
- Information sharing
- Privacy Impact Assessments and Risk Assessments
- Records management
- Data Breach and Incident Management
- Data Quality

The Information Management Team currently consists of the equivalent of 11 FTEs, with this including all staff from a placement Apprentice through to Head of Service. No officer is specifically dedicated to a single theme (e.g. FOI). Each officer, at each pay grade, has a range of tasks across all work areas.

#### **2. What is the budget for administering FOI?**

No information recorded for specifically administering FOI. The salary costs for the wider Information Management Team, incorporating all responsibilities and posts at all levels, is £312,000.

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

We use Microsoft SharePoint.

#### **4. Do you publish a disclosure log?**

At this moment in time we do not have a Disclosure Log, however we feel it relevant to advise that we are currently developing disclosure. This will be published on our website within the next few months.