

## Freedom of Information Act 2000

FOI Request - FOI Staffing



Ref No: **FOI-1819-0372-025089**

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### **Q1. How many people are employed to deal with FOI?**

Response:

There are 3 members of staff whose job role include specific information law responsibilities, including FOI.

### **Q2. What is the budget for administering FOI?**

Response:

I can confirm the Council does not hold this information. No specific budget is set for FOI, however the duties form part of Southampton City Council staff's roles.

### **Q3. Do you use case management software for FOI? If so, which one?**

Response:

The Council does not have a case management system specifically for the purposes of administering the Freedom of information request service.

### **Q4. Do you publish a disclosure log?**

Response:

The Council does have an online disclosure log. However, due to the resources required to maintain the system, it was decided that this would no longer be updated with new responses from 2016/17.

As such, any responses later than the 2015/16 financial year, are not available via this log.

What can be found is available at:

<http://www.southampton.gov.uk/council-democracy/council-data/freedom-of-information/foi-search.aspx>

## Statement regarding disclosure of personal information

Personal information is exempt from disclosure under s.40(2) of the Freedom of Information Act 2000 unless one of the conditions set out in Schedule 2 of the Data Protection Act 1998 is met. The Section, which is an absolute exemption by virtue of Section 40(3)(a)(i), states that the information is exempt if disclosure would breach any of the data protection principles. This means that that the Council is under no duty to consider whether disclosure should nonetheless be made in the public interest.

With regard to its employees, the Council will generally redact the names and contact details of Council officers when providing responses to requests, although there may be instances where it is deemed there is public interest in disclosure of these details (the names of Council employees from the fifth tier of the organisation and above will generally be released).

This is in accordance with the Council's policy on Processing Requests under FOI and EIR (copy available on request).

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Please note that a copy of this response and other Council responses may be included in the Council's disclosure log which is available on the Council's website:

<http://www.southampton.gov.uk/council-democracy/council-data/freedom-of-information/FOI-search.aspx>

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Service Director – Legal and Governance  
Southampton City Council  
Civic Centre

SOUTHAMPTON  
SO14 7LT

Email: [legal@southampton.gov.uk](mailto:legal@southampton.gov.uk)

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
Fax: 01625 524510  
Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)