

Requests received under the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations (EIR) or the Data Protection Act (DPA) by the University of Greenwich between 2005 - 2009

1.1 Definition of an FOIA Request

Non-routine requests.

(Routine requests for information which the university receives regularly are not counted.)

1.2 Numbers of FOIA Requests Received (as notified or directed to the Records Management Office)

Third Party Requests
(see Section 3.1 below)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2009	5	7	4	9	5	4	8	5	9	5	7	7	75
2008	3	16	10	11	6	4	3	5	4	3	9	2	76
2007	3	3	6	2	5	3	6	8	2	7	4	0	49
2006	2	3	4	3	0	1	7	2	5	6	6	4	43
2005	2	2	8	1	3	6	1	7	8	4	6	2	50

Total	Grand Total
63	138
46	122
41	90
12	55

Of those, EIR requests received:

2009	2008	2007	2006	2005
1	1	2	0	1

Of total, number who cited legislation:

2009	2008	2007	2006	2005
65	70	38	22	34

1.3 Disclosure (see Chart 1)

	2009	2008	2007	2006	2005
Disclosed in full	50	35	30	20	38
Disclosed in part	15	22	11	11	7
Not disclosed	10	19	8	12	5
	75	76	49	43	50

Of all requests, the number we have not completed in 20 working days:

2009	2008	2007	2006	2005
5	9	3	4	6

Reasons for non-disclosure:

	2009	2008	2007	2006	2005
S21 accessible elsewhere	3	8	1		
S22 future publication			1	1	
S31 law enforcement				1	
S36 effective conduct		2		1	
S40 personal information	6	9	5	4	6
S41 in confidence				1	
S42 legal professional privilege				1	
S43 commercial interests		1		1	1

Information not held fully or in part	7	20	2	12	3
No clarification	4		2	1	
Over appropriate limit				1	
No longer required			2		
Other	3				2
	23	40	13	24	12

Number of complaints received:

2009	2008	2007	2006	2005
0	1	0	0	0

1.4 Who Made Requests (see Chart 2)

	2009	2008	2007	2006	2005
The media	19	15	11	16	15
Trades union	2	2	1	1	5
External organisation	10	17	10	10	4
External individual	36	33	18	8	16
Student or ex-student	5	3	5	6	7
Staff or ex-staff	3	6	4	2	3
	75	76	49	43	50

1.5 Time Spent on FOIA Requests

Some enquiries only took a few minutes to answer. On the other hand others will have taken many hours work.

Chargeable time (we did not charge for any requests, as all were below the Appropriate Limit of 18 hours):

- Determining whether the information is held
- Locating and retrieving the information
- Extracting the information, including editing and redacting

Non-chargeable time:

- Checking that a request falls under the FOIA
- Whether the request falls into an exemption category
- Obtaining authorisation to send out information
- Advice and assistance provided to the applicant

(These are tasks which are performed by the Records Manager, not individual staff members.)

	2009	2008	2007	2006
Chargeable time in hours	157.00	109.50	99.00	109.00
Non-chargeable time in hours	71.00	46.50	35.50	
Total in hours	228.00	156.00	134.50	109.00
Chargeable time in days	22.43	15.64	14.14	15.57
Non-chargeable time in days	10.14	6.64	5.07	
Total in days	32.57	22.29	19.21	15.57

(See 3.3 below for time spent on Data Protection requests.)

2.1 Subject Access Requests under the Data Protection Act received by the Data Protection Officer between 2006 – 2009, and who they were from

A Subject Access Request (SAR) is a request for one's own personal information.

	2009	2008	2007	2006
Student or ex-student	13	9	3	3
Staff or ex-staff		3	5	3
Potential student		1	1	
Potential staff				1
Solicitor	7	2		
Private individual		1		
Total	20	16	9	7

Number who cited legislation:

2009	2008
12	13

2.2 Disclosure (see Chart 3)

	2009	2008	2007	2006
Disclosed in full	13	8	1	3
Disclosed in part	1	2	3	2
Not disclosed	6	6	5	2
Total	20	16	9	7

Of these, the number we have not completed in 40 calendar days:

2009	2008	2007	2006
0	0	1	0

Reasons for non-disclosure:

	2009	2008	2007	2006
Information not held fully or in part	3	1	3	2
Third party data	1	1		1
Not a proper request		1		
Payment not received	3	5	2	1
No clarification			1	
Total	7	8	6	4

3.1 Requests for Third Party information under the Data Protection Act received by the Data Protection Officer between 2006 – 2009, and who they were from

These are requests for personal information from third parties.

	2009	2008	2007	2006
Government department	6	4	13	5
Local authority	31	15	9	2
Police	18	15	4	3
NHS			1	
Solicitor	1	3	6	
Private company	5	8	6	1

Private individual			2	1
Staff or ex		1		
Student or ex				
Other public body	2			
Total	63	46	41	12

Number who cited legislation:

2009	2008
44	38

3.2 Disclosure (see Chart 4)

	2009	2008	2007	2006
Disclosed in full	24	24	20	5
Disclosed in part	8	8	7	4
Not disclosed	23	14	14	3
To Student Records	8			
Total	63	46	41	12

Reasons for non-disclosure:

	2009	2008	2007	2006
Information not held fully or in part	9	9	9	
Third party data	6	4	3	3
Not a proper request		2	3	
Not fully satisfied with request	6	5	1	
Our form not returned	10	4	3	
No clarification	1	1	2	
Information no longer required	1			
Total	33	25	21	3

3.3 Time Spent on Data Protection Requests, 2008 – 2009

	2009	2008
Subject Access Requests in hours	44.50	34.50
Third Party requests in hours	69.25	49.50
Total hours	113.75	84.00
Subject Access Requests in days	6.36	4.93
Third Party requests in days	9.89	7.07
Total days	16.25	12.00