

FOI ref no: SCO/FOI/022/2023

Date: 11 July 2023

Dear Applicant,

Freedom of Information request: reference SCO/FOI/022/2023 first notified to us by email on 15 June 2023

I am writing to make a formal request for information under the provisions of the Freedom of Information Act 2000. I kindly request that you provide me with the following information:

1. A copy of your organisation's Records of Processing Activity (ROPA) as defined in Article 30 of the UK General Data Protection Regulation (UK GDPR).
2. A copy of all legitimate interest assessments conducted by your organisation where you rely on Article 6(1)(f) legitimate interests as your lawful basis for processing.
3. A copy of all privacy impact assessments conducted by your organisation.
4. A copy of all data protection impact assessments conducted by your organisation.
5. A copy of all international transfer risk assessments conducted by your organisation.
6. A recent copy of your organisation's data protection compliance assessment using the Information Commissioner's Office (ICO)'s accountability framework template. If you are using your own standards to monitor compliance with the Data Protection 2018, please provide me with copy of it.
7. A copy of your organization's data protection policy.
8. A copy of your organization's subject access request policy, procedures, and processes, including any guidance material such as folder structure, naming conventions, and redaction guides.
9. A copy of your organisation's privacy notices, including but not limited to employees, customers, ministers, special advisors (SPADs), complaints, NEDS, visitors, and CCTV.
10. A copy of your organisation's due diligence questions for vendor management such as independent data controllers or processors.

I understand that under the Freedom of Information Act, you are required to respond within 20 working days. To stay within section 12 - cost limits, I suggest asking your Data Protection Officer for the information. If this is not possible, I suggest a search of your compliance platform and your Microsoft estate for the following search terms (not case sensitive):

1. "records of processing activity" OR "ropa"
2. "legitimate interest assessment" OR "LIA"
3. "privacy impact assessment" OR "privacy impact assessments" OR "PIA"

Staffordshire Commissioners Office, Ground Floor, Block 9, Weston Road, Stafford ST18 0YY

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4. "data protection impact assessment" OR "DPIA"
5. "transfer risk assessment" AND "personal data"
6. "accountability framework"

I would prefer to receive the requested information in electronic format via email.

Staffordshire Commissioner's Office response to your enquiry is as follows:

Unfortunately, it is judged that the work required to assess the volume of material covered by the search criteria specified would impose a disproportionate burden on the Commissioner's office. By the nature of your request all records would therefore fall within the scope of the information you seek. As such, a full review of all this information would be required to assess for disclosure.

As each element of your request would need to be manually recalled as we don't have a sophisticated filing system each item would need to be individually reviewed. As, there are potentially 10+ boxes of information that would need to be reviewed, it is impossible to advise how long this process is likely to take. However, it is estimated that each box is likely to contain a conservatively estimated minimum of 400 pages of documents. This includes a mixture of single and double-sided pages. Noting that this was a minimum estimate for pages, even if we calculated that the same number of pages of documents were contained in the remaining boxes, this would amount to over 4000 pages to review. As stated, some boxes contain a larger number of documents so in all probability the true figure could be in excess of this. The paper documentation would also need to be cross referenced with any digital files.

In relation to the boxes, these contain a varying amount of documentation. The contents of the boxes are often varied, and the majority do not denote on the outside of the box what type of document or file is contained inside. These boxes therefore, could contain a mixture of documents and would all have to be reviewed.

Therefore, on the basis of the total amount of documentation held relating to this request, I have determined that it would not be impossible to conduct a review within a reasonable amount of time. As such to proceed with this request would impose a significant burden on the Commissioner's office.

In relation to any assessment, we would need to consider whether the information would be suitable for disclosure in its entirety. If a partial disclosure is deemed to be appropriate, then redactions would need to be made to the document based on an assessment on whether any of the information triggers any relevant exemptions under the Freedom of Information Act. This could include any names, addresses, information provided in confidence, commercially sensitive information which through disclosure would either cause harm or breach Data Protection principles.

It is impossible to say at this time how long this process would take. Even if we used the calculation of half of the above potential data and reviewed 2000 pages with a conservative estimate of 5 minutes to review, copy and apply any redactions for each page; this would equate to approximately 166 hours. This would mean a member of staff spending 8 hours, for nearly 20.75 days in total, to undertake this piece of work.

Therefore, for a member of staff to spend 20.75 days solely on one request would result in a large burdening on the Commissioner's office. I do not believe public money would be well spent with a member of staff spending this amount of time working solely on one request.

Considering all the arguments above, it is for these reasons that section 14(1) has been applied in this case.

I have documented the link to the Commissioner's website which you may wish to view.

<https://staffordshire-pfcc.gov.uk/>

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 this email and should be addressed to:

Compliance Manager
Staffordshire Commissioner's Office
Block 9, Staffordshire Police HQ
Stafford
ST18 0YY

Or emailed to: FOI.PFCC@staffordshire-pfcc.gov.uk.

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

Yours sincerely

Freedom of Information Decision Maker