



Please provide the following details:

1. The total number of Data Subject Access Requests (DSARs) received by your authority for each of the last three years (2021, 2022, and 2023).

2022 – 175  
2023 - 333

These figures include all requests received including those where the request did not proceed as the data subject withdrew their request or did not provide proof of identity or other required documentation.

The Council's retention period for Subject Access Requests is two years hence data for 2021 is unavailable

2. The number of DSARs completed within the statutory one-month timeframe during each year.

2022 – 91  
2023 – 195

Most valid requests are completed within one month. The vast majority of the requests not completed within one month did not, in fact, proceed at all, but were withdrawn by the data subject or the data subject did not provide proof of identity or other required documentation

The Council's retention period for Subject Access Requests is two years hence data for 2021 is unavailable

3. The number of DSARs that required an extension beyond the one-month timeframe, along with the average length of extensions granted.

2022 – 17 (Average extension time granted – 2.94)  
2023 – 35 (Average extension time granted – 2.97)

4. Any recorded costs (e.g., staff time, software, or other resources) associated with processing DSARs for each of these years.

None of these costs can be disaggregated from the total expenditure.