

From: [Dominique Mitchell](#)
To: [Emma Wright](#); [REDACTED]; [Kenneth Macdonald](#)
Subject: Scottish LAs / CEC plan - catch up
Attachments: [CEC - SAR Remediation Plan - Udate.msg](#)
[image001.jpg](#)

Hi all,

My apologies! Shifting this for the final time (attempting to navigate multiple busy diaries!)

I've attached the email from [REDACTED] at CEC hich contains the updated plan which we can discuss.

Ill also run through the stats that we have received from LAs so far. [REDACTED], our Support Officer, has led on collecting and analysing the stats will also come along as he is the expert on the data!

* Updating this invitation to include Ken!

Regards,

Dominique

Dominique Mitchell (she/her)

Senior Policy Officer – Scotland

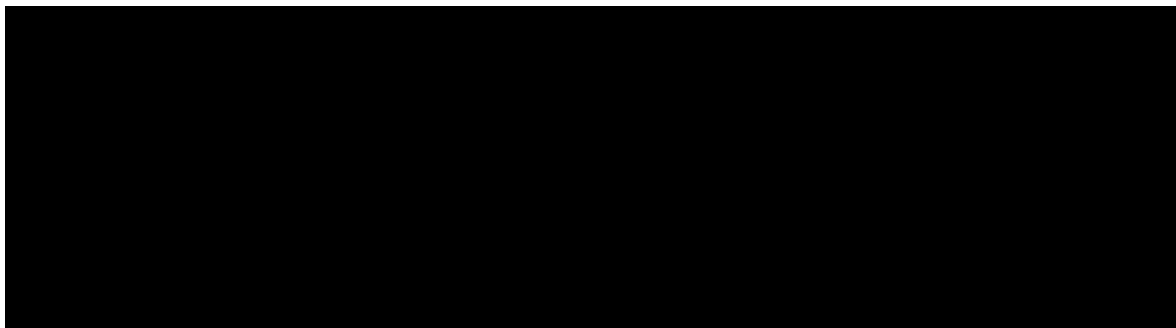
Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT.

T. 0330 313 1715 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our privacy notice at www.ico.org.uk/privacy-notice <<http://www.ico.org.uk/privacy-notice>>

Microsoft Teams meeting

Join on your computer, mobile app or room device





From: [REDACTED]
To: [Dominique Mitchell](#)
Cc: [Adam Surtee](#)
Subject: RE: CEC - SAR Remediation Plan - Update
Date: 18 October 2023 15:07:00
Attachments: [image002.jpg](#)
[image003.png](#)

Hi Dominique,

I've read the plan and I only have one point to make.

In our SAR exercise, the latest SAR was from [REDACTED]
[REDACTED]
[REDACTED]

I hope this makes sense but if you have any questions, you know where I am.

[REDACTED]



[REDACTED]
Support Officer (Scotland)

Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT
ICO Scotland Helpline 0303 123 1115 ico.org.uk twitter.com/iconews

T. [REDACTED]

For information about what we do with personal data see our [privacy notice](#)
Please consider the environment before printing this email

From: Dominique Mitchell <Dominique.Mitchell@ico.org.uk>
Sent: Wednesday, October 18, 2023 9:07 AM
To: Adam Surtee <Adam.Surtee@ico.org.uk>; [REDACTED] [REDACTED]@ico.org.uk
Subject: FW: CEC - SAR Remediation Plan - Update

Morning both,

As discussed, please see plan attached – it's only 7 pages – any comments you have about the plan please fire them back to me in bullets (even if only 1 or 2!) – or give me a call to discuss.

Id really like to get back to [REDACTED] this week as it has been a while, so if you have capacity to review sooner rather than later that would be lovely I also need to run it past Emma W so ill collate all comments, pass to Emma then pass to [REDACTED]

my comments so far are:

- [REDACTED]
- Update re cases from [REDACTED]
- Use spreadsheet provided (which will give us a better indication of the profile of the backlog)
- Ensure communicating with DS and try and send out responses in batches (ie 100 pages at a time or similar)

Regards,
Dominique



Dominique Mitchell (she/her)
Senior Policy Officer – Scotland

Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT.

T. 0330 313 1715 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice at www.ico.org.uk/privacy-notice](http://www.ico.org.uk/privacy-notice)

From: [Dominique Mitchell](#)
To: [Adam Surtee](#); [REDACTED]
Subject: RE: CEC - SAR Remediation Plan - Udate
Date: 19 October 2023 09:16:00
Attachments: [image001.jpg](#)
[image002.png](#)

Thanks both – that’s incredibly helpful. :)

Adam – [REDACTED]
[REDACTED]

[REDACTED] – that’s a good point – thanks – im confused because they’ve written in their plan [REDACTED]
[REDACTED] So something isn’t matching up!

Regards,
Dominique



Dominique Mitchell (she/her)
Senior Policy Officer – Scotland

Information Commissioner’s Office, Queen Elizabeth House, Sibbald Walk,
Edinburgh EH8 8FT.

T. 0330 313 1715 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice](http://www.ico.org.uk/privacy-notice) at www.ico.org.uk/privacy-notice

From: Adam Surtee <Adam.Surtee@ico.org.uk>
Sent: Thursday, October 19, 2023 8:37 AM
To: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>; Dominique Mitchell <Dominique.Mitchell@ico.org.uk>
Subject: RE: CEC - SAR Remediation Plan - Udate

Hi Dominique,

I’ve also now reviewed the plan and I don’t have anything further to add from what you and [REDACTED] have noted below.

The section that didn’t make sense to me was:

[REDACTED]
[REDACTED] – I am not too sure what they are referring to here, but I think you have this in your comments already.

Many thanks
Adam



Adam Surtee (he/him)
Lead Policy Officer - Scotland

Information Commissioner’s Office, Queen Elizabeth House, Sibbald Walk, Edinburgh, EH8 8FT
T. 0330 414 6867 ico.org.uk twitter.com/iconews

Please consider the environment before printing this email
[For information about what we do with personal data see our privacy notice](http://www.ico.org.uk/privacy-notice)

From: [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>
Sent: Wednesday, October 18, 2023 3:08 PM
To: Dominique Mitchell <Dominique.Mitchell@ico.org.uk>
Cc: Adam Surtee <Adam.Surtee@ico.org.uk>
Subject: RE: CEC - SAR Remediation Plan - Udate

Hi Dominique,

I’ve read the plan and I only have one point to make.

In our SAR exercise, the latest SAR was from [REDACTED]
[REDACTED]

I hope this makes sense but if you have any questions, you know where I am.

[REDACTED]



[REDACTED]

Support Officer (Scotland)
Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT
ICO Scotland Helpline 0303 123 1115 ico.org.uk twitter.com/iconews
T. [REDACTED]

For information about what we do with personal data see our [privacy notice](#)
Please consider the environment before printing this email

From: Dominique Mitchell <Dominique.Mitchell@ico.org.uk>
Sent: Wednesday, October 18, 2023 9:07 AM
To: Adam Surtee <Adam.Surtee@ico.org.uk>; [REDACTED] <[\[REDACTED\]@ico.org.uk](mailto:[REDACTED]@ico.org.uk)>
Subject: FW: CEC - SAR Remediation Plan - Update

Morning both,

As discussed, please see plan attached – it's only 7 pages – any comments you have about the plan please fire them back to me in bullets (even if only 1 or 2!) – or give me a call to discuss.

Id really like to get back to [REDACTED] this week as it has been a while, so if you have capacity to review sooner rather than later that would be lovely I also need to run it past Emma W so ill collate all comments, pass to Emma then pass to [REDACTED]

my comments so far are:

- [REDACTED]
- Update re cases from [REDACTED]
- Use spreadsheet provided (which will give us a better indication of the profile of the backlog)
- Ensure communicating with DS and try and send out responses in batches (ie 100 pages at a time or similar)

Regards,
Dominique



Dominique Mitchell (she/her)
Senior Policy Officer – Scotland

**Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk,
Edinburgh EH8 8FT.**

T. 0330 313 1715 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice](http://www.ico.org.uk/privacy-notice) at www.ico.org.uk/privacy-notice

From: [Emma Wright](#)
To: [Dominique Mitchell](#)
Subject: RE: CEC plan update
Date: 20 October 2023 17:19:23
Attachments: [image001.jpg](#)

Hi Dominique

Your suggestions/comments all sound sensible. I am on leave next week and haven't had chance to go through this thoroughly, but trust your judgement if you go back to them whilst I am off.

Thanks, Em.



Emma Wright (she/her)
**Group Manager – Public Advice and Data
Protection Complaints Services**

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 313 1828 ico.org.uk twitter.com/iconews

Please consider the environment before printing this email

For information about what we do with personal data see our [privacy notice](#)

From: Dominique Mitchell <Dominique.Mitchell@ico.org.uk>

Sent: Thursday, October 19, 2023 9:21 AM

To: Emma Wright <Emma.Wright@ico.org.uk>

Subject: CEC plan update

Morning Emma,

Hope you're well, im emailing about Edinburgh! It has kind of fallen off a little with all the other LA work. However, ive attached the plan (7 pages) and Ive gone through it, below are the only comments I have. Ill then be asking Edinburgh to fill in a spreadsheet that we've sent out to [REDACTED] other authorities to monitor progress.

I just wanted to check if you had any thoughts on the plan or anything to add?

- In our SAR exercise, the latest SAR was from [REDACTED]
[REDACTED]
- [REDACTED]
- Update re cases from [REDACTED]
- Use spreadsheet provided (which will give us a better indication of

the profile of the backlog

- Ensure communicating with DS and try and send out responses in batches (ie 100 pages at a time or similar)

Regards,
Dominique



Dominique Mitchell (she/her)
Senior Policy Officer – Scotland

**Information Commissioner’s Office, Queen
Elizabeth House, Sibbald Walk, Edinburgh EH8
8FT.**

**T. 0330 313 1715 ico.org.uk
twitter.com/iconews**

**For information about what we do with
personal data see our privacy notice at
www.ico.org.uk/privacy-notice**

From: [Dominique Mitchell](#)
To: [REDACTED]@edinburgh.gov.uk
Cc: [Scotland External Mail Account](#)
Subject: ICO re SAR Remediation Plan - Update
Date: 02 November 2023 12:31:00
Attachments: [image003.png](#)
[CEC - Compliance Recording - spreadsheet.xlsx](#)

Morning [REDACTED],

I hope you're well, apologies for the delay in getting back to you on your SAR Remediation plan. We've had a read through and had a couple of questions for you.

- [REDACTED]
- Is there an update about cases from [REDACTED]?
- Please could you use the spreadsheet attached, which will give us a better indication of the profile of the backlog, and overall compliance rate. If you have any questions about the spreadsheet do let me know
- As a reminder, and as you'll be conscious of, do ensure your communicating with individuals where there are delays, and consider if you can send responses in batches (ie 100 pages at a time or similar)

Regards,
Dominique



Dominique Mitchell (she/her)
Senior Policy Officer – Scotland

Information Commissioner's Office, Queen Elizabeth House, Sibbald Walk, Edinburgh EH8 8FT.

T. 0330 313 1715 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice at www.ico.org.uk/privacy-notice](http://www.ico.org.uk/privacy-notice)

