

29 October 2024

IC-337928-B5W0

## Request

You asked us:

*Please disclose the following by way of the Freedom of Information Act:*

- 1. Any Guidance or notes requiring public authorities to keep records when finalising data subject access requests (for example, a request log, or similar, noting how when and by whom searches for data were conducted and subsequently processed.*
- 2. Similarly, any Guidance or notes on the quality assurance required when compiling those records.*
- 3. More specifically, records of any guidance or assistance, regarding 1. and 2. above, provided to Oldham Metropolitan Borough Council in the period 1.4.23 to 14.10.24.*

We received your request on 15 October 2024.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

## Our response

We can confirm that we hold information within scope of your request.

In response to the first part of your request, you can find the information you have requested here:

[How should we prepare? | ICO](#)

This guidance is not specific to public authorities as we do not hold specific guidance on this subject for this sector, however the guidance would still apply to public authorities.

We also hold information in specific to 'small organisations' which can be found here:

[How to deal with a request for information: a step-by-step guide | ICO](#)

Because the information is already reasonably accessible to you, technically it is withheld under section 21 of the FOIA.

Section 21 states that we don't need to provide you with a copy of information when you already have access to it.

With regards to the second and third parts of your request, we can confirm that we do not hold any information in relation to guidance about quality assurance for SAR records.

We can also confirm that after conducting relevant searches, we do not hold any information relating to advice or guidance provided to Oldham Metropolitan Borough Council in relation to parts 1 and 2 of your request.

## **Next steps**

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

## **Your information**

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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