



Your reference:

Our reference: FOI_25_0095

E-mail: FOI

@gloucestershire.police.uk

Direct dial: 01452 754304

Postal Address: As above

Date: 20/02/2025

Dear

Gloucestershire Constabulary Freedom of Information request FOI_25_0095

On 27/01/2025 you sent an email constituting a request under the Freedom of Information Act asking the following:

1. The number of DSARS you manage broken down by month
2. The types of dsar broken down
3. A breakdown of the time taken to respond
4. A breakdown of how many are over time limits
5. A breakdown of the number of support staff
6. Details of the systems you use to process DSARs and what systems your "standard" dsar searches
7. Details of the workflow for dsars as a standard (how requested, how verified, acknowledgment, checking, redaction, completion etc.). Specifically if Identification and verification are carried out for all dsar requests

Clarification was also received to confirm the relevant timeframe as the last 5 years.

Under the Freedom of Information Act 2000 s1, I can confirm that Gloucestershire Constabulary holds some relevant information.

Please note that the points of your request have been numbered for ease of reference.

1. Please see that attached document FOI_25_0095_Q1 Data Table.
This table denotes the number of SARs received by the Information Disclosure Unit for the period of 01/01/2019 – 31/12/2024, broken down by month.
2. No information held – When SARs are logged, the full details of the request are recorded, not a summary or "type", therefore there is no information held in response to this question. Please be aware that the details of a SAR constitute personal data and would therefore be exempt information should this be requested. The appropriate exemption to be applied would be Section 40(2).

3. Please see the attached document FOI_025_0095_Q3 & 4 Data Table. The information provided is based on SARs received and closed.
4. Please see the attached document FOI_025_0095_Q3 & 4 Data Table
5. The Information Disclosure Unit is made up of the following:
 - a. 1x Team Leader
 - b. 4x Disclosure Officers
 - c. 1x Admin Support
6. Please see the attached document FOI_25_0095_Extract from SAR Processing Guide, section 23.

In addition, searches are conducted of the Incident Recording System (Webstorm), and where necessary, of local folders and emails.

Police information and records are retained, reviewed and disposed of in line with the Management of Police Information (MoPI) Code of Practice 2005, meaning that there are time limits for how long information is held on Police systems. With regards to emails, the appropriate retention period is 12 months, unless they have been saved for a specific purpose.

Further details of MoPI have been published by the College of Policing. I have included links to the relevant webpages below for further information.

<https://www.college.police.uk/app/information-management/management-police-information>
<https://www.college.police.uk/app/information-management/management-police-information/retention-review-and-disposal>

7. Please see the attached document FOI_25_0095_Extract from SAR Processing Guide.

As stated in the College of Policing FOI Code of Practice (linked below), whilst the provision of complete documents is preferred, there may be occasions where the extraction of the relevant data is more suitable for disclosure. Due to the size of the relevant document, and the amount of information that is not pertinent to your request, the information that answers your questions has been extracted.

https://assets.publishing.service.gov.uk/media/5bacc7eb40f0b62dbe5321ba/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf

1.6 The Act provides a right to information. Disclosing existing documents will often be the most straightforward way of providing information. However, in other cases it may be appropriate to extract the relevant information for disclosure and put in a single document rather than redact the existing document that contains it.

If you are not satisfied with this response or any actions taken in dealing with your request, you have the right to ask that we review your case under our internal procedure. Please note that a request for an internal review must be made within 20 working days of the response to your original request.

If you decide to request that such a review is undertaken and following this process you are still unsatisfied, you then have the right to direct your complaint to the Information Commissioner for consideration.

The Information Commissioner can be contacted via the following means:

Website - <https://ico.org.uk/>

Call their helpline - 0303 123 1113

Email - casework@ico.org.uk

Post –

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

Yours sincerely,

Disclosure Officer
Gloucestershire Constabulary

FOI_25_0095_Q1 Data Table

Month Year	SARS Received	Internal Reviews
2019		
Mar	26	
Apr	19	
May	23	
Jun	9	
Jul	24	
Aug	22	
Sep	23	
Oct	20	
Nov	13	
Dec	9	
2020		
Jan	13	
Feb	16	
Mar	10	
Apr	5	
May	6	
Jun	14	
Jul	23	
Aug	13	
Sep	18	
Oct	19	
Nov	29	
Dec	11	
2021		
Jan	20	
Feb	26	
Mar	30	
Apr	23	
May	16	
Jun	15	
Jul	21	
Aug	16	
Sep	26	
Oct	23	
Nov	37	
Dec	23	
2022		
Jan	33	
Feb	26	
Mar	25	
Apr	20	
May	20	
Jun	29	
Jul	20	
Aug	27	
Sep	27	

FOI_25_0095_Q1 Data Table

Oct	24	/
Nov	30	
Dec	19	
2023		
Jan	26	
Feb	29	
Mar	45	
Apr	23	
May	37	
Jun	27	
Jul	35	5
Aug	33	1
Sep	37	
Oct	25	
Nov	32	
Dec	29	3
2024		
Jan	26	1
Feb	31	1
Mar	35	
Apr	27	
May	27	3
Jun	26	1
Jul	34	1
Aug	33	
Sep	34	2
Oct	35	2
Nov	33	
Dec	28	

FOI_25_0095_Q3 & 4 Data Table

2019		2020		2021		2022		2023		2024	
Days to answer	Total	Days to answer	Total	Days to answer	Total	Days to answer	Total	Days to answer	Total	Days to answer	Total
0	12	3	1	0	1	1	2	1	3	1	1
1	6	6	3	1	1	2	3	2	1	2	2
2	3	7	2	2	1	3	1	3	1	3	3
3	3	8	1	3	2	4	1	4	1	4	2
4	1	9	1	4	4	5	2	5	1	6	2
5	3	10	1	5	5	6	3	6	4	7	2
6	3	12	1	6	6	7	5	7	2	8	5
7	4	13	7	7	8	8	4	8	3	10	2
8	3	14	3	8	5	9	4	9	2	11	1
9	6	15	2	9	2	10	6	10	3	12	2
10	4	16	4	10	6	11	2	11	2	13	2
11	4	17	6	11	5	12	5	12	3	14	1
12	4	18	5	13	1	13	1	13	3	15	5
13	4	19	7	14	4	14	4	14	1	16	4
14	3	20	10	15	5	15	4	15	1	17	4
15	5	21	8	16	2	16	3	16	5	18	5
16	3	22	4	17	6	17	5	17	1	19	7
17	2	23	6	18	2	18	3	18	3	20	4
18	2	24	4	19	4	19	2	19	1	21	7
19	1	25	6	20	2	20	4	20	4	22	3
20	8	26	3	21	4	21	7	21	4	23	11
21	3	27	2	22	6	22	6	22	4	24	5
22	9	28	11	23	3	23	8	23	10	25	5
23	5	29	8	24	4	24	5	24	11	26	10
24	8	30	29	25	6	25	8	25	5	27	15
25	5	31	13	26	4	26	8	26	11	28	22
26	7	32	4	27	11	27	10	27	12	29	28
27	9	33	4	28	15	28	19	28	29	30	34
28	13	34	2	29	16	29	14	29	28	31	45
29	14	35	1	30	16	30	31	30	54	32	33
30	11	36	1	31	15	31	29	31	48	33	20

FOI_25_0095_Q3 & 4 Data Table

31	5	39	1	32	11	32	10	32	23	34	10
32	1	44	2	33	7	33	8	33	16	35	1
33	1	49	1	34	5	34	2	34	8	36	2
34	1	52	1	35	3	35	2	35	3	37	4
41	1	60	1	36	2	36	2	36	1	38	2
47	1	63	3	37	1	37	1	37	1	39	1
56	1	65	1	38	1	39	1	38	1	40	2
57	1	72	1	39	1	40	1	40	1	41	2
58	1	91	1	40	1	41	2	52	1	42	1
59	1	104	1	41	1	47	1	53	1	43	1
76	1	108	1	42	1	49	1	55	1	44	1
349	1	113	2	43	2	53	1	56	2	45	2
382	1	144	1	44	1	55	2	69	1	46	2
383	1			45	1	56	1	71	2	47	2
1820	1			48	3	60	1	76	1	52	1
1800	1			49	1	63	2	79	1	56	2
				50	3	64	1	86	2	58	1
				52	1	65	1	87	1	62	1
				53	3	68	1	90	1	64	1
				54	2	70	1	94	1	65	4
				64	3	74	2	96	1	67	1
				65	1	76	2	99	1	70	1
				66	1	77	1	100	1	73	1
				68	1	87	1	107	1	77	1
				70	1	89	1	117	1	84	1
				71	1	92	1	118	1	95	1
				76	1	96	1	119	2	105	1
				77	1	99	1	120	1	203	1
				79	1	101	1	125	1	292	1
				81	2	106	1	127	1	Open Requests	37
				82	2	107	1	129	1		
				83	1	109	1	132	2		
				84	2	111	2	140	1		

FOI_25_0095_Q3 & 4 Data Table

88	1	116	2	143	1
89	2	123	1	154	2
90	1	128	1	155	1
98	1	138	1	161	1
102	1	146	1	166	1
103	2	148	1	171	2
104	1	155	1	177	1
106	1	162	1	181	1
110	1	166	1	189	1
114	1	175	2	193	1
117	1	182	1	201	1
119	1	184	1	207	1
123	1	202	1	208	1
133	1	204	1	211	1
142	1	213	1	212	1
143	1	216	1	217	1
147	1	220	1	220	1
149	1	224	1	245	2
151	1	229	1	255	1
160	1	231	1	364	1
167	1	242	1	430	1
170	1	264	1	527	1
178	1	265	1	601	1
180	2	298	1	636	1
332	1	310	1	642	1
346	1	341	1	665	1
377	1	418	1	Open Requests	10
475	1	803	1		
921	1	849	1		
		853	1		
		866	1		