

Report on Rights Requests, including Assurance Statement

Meeting Date: QSMTM Q4 2024/25 20 May 2025

Report by: Liz Brown, Finance and Administration Manager

Assurance Statement by: Euan McCulloch, Head of Enforcement

Purpose of report

1. The purpose of this report is to update the Senior Management Team (SMT) about requests for information, requests for review and subjects access requests received and dealt with in 2024-25 and provide the related assurance.

Recommendation and actions

2. I recommend that the SMT:
 - (i) note the content of this report and the attached summary reports
 - (ii) agree that this report and accompanying papers are published in full.

Report

3. Both summary papers provide details of all rights requests received in 2024-25.
4. Key points to note:
 - (i) The numbers of requests for information received in 2024-25 under FOISA/EIRs increased by 27% from 2023-24 and 202% from 2022-23.

	2022-23	2023-24	2024-25
Number received	49	117	148

- (ii) The increase is largely due a high number of requests received where the information was not held by the Commissioner - 2023-24 – 59, 2024-25 – 108.
- (iii) 94 (64%) of these requests were misdirected and the Business Support team responded to 93 of them.
- (iv) Number of requests for information closed by team:

	Enforcement	Business Support	Policy & information	Managers	Total closed
	15	112	15	10	152
% closed by team	11%	72%	10%	7%	

- (v) There were 5 requests received in 2023-24 that were closed in 2024-25 and 1 request open at the end of 2024-25.
- (vi) There were only 4 requests for review in 2024-25, down from 7 in 2023-24.

- (vii) The number of subject access requests received remained stable although more responses were partially refused under DPA18 Sch.2 Part 2 para 11 (regulatory functions). These requests were application related.

Assurance from the Head of Enforcement (HOE)

5. The HOE can provide assurance to the SMT that our responses to information requests dealt with in 2024-25 comply with relevant legislation and related guidance.

Resources

6. Responding to information requests and reviews can be demanding on staff time due to the research that may be required to identify relevant information and the deadlines for response. However, responding to such requests, within the required timescales is an important function of the Commissioner.