

Human Tissue Authority
151 Buckingham Palace Road
London
SW1W 9SZ

[REDACTED]

By email to [REDACTED]

Tel 020 7269 1900
Web www.hta.gov.uk
Email enquiries@hta.gov.uk
Date 4 October 2017

Dear [REDACTED]

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 19 September 2017. Your email outlined the following request:

To whom it may concern at Human Tissue Authority.

Individuals have a right, commonly referred to as a subject access request (SAR), created by section 7 of the Data Protection Act. I am writing to you under the Freedom of Information Act 2000 to request the following information regarding your processing of subject access requests:

1. How many subject access requests did you receive the identifying paperwork for and process in 2014?
2. How many subject access requests did you receive the identifying paperwork for and process in 2015?
3. How many subject access requests did you receive the identifying paperwork for and process in 2016?
4. How many subject access requests you rejected in 2014?
5. How many subject access requests you rejected in 2015?
6. How many subject access requests you rejected in 2016?
7. What was the average cost for you to process a subject access request in 2014?
8. What was the average cost for you to process a subject access request in 2015?
9. What was the average cost for you to process a subject access request in 2016?
10. How much do you charge an individual to process a subject access request?

Please provide this information to me via my email address:

[REDACTED] If you have queries regarding this request, I can be reached via email or you can call me on [REDACTED].

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under your Section 16 obligations, as to how I can refine my request to be included in the scope of the Act.

Should you require me to identify ways that my request could be refined please provide further advice and assistance to indicate this.

Response

I can confirm that the HTA did not receive any Subject Access Requests during 2014, 2015 or 2016. I can further advise you that the HTA charges a standard administration fee of £10.00 for any Subject Access Requests. For further information on our processes for dealing with Subject Access Requests, please see our website <https://www.hta.gov.uk/about-us/transparency/data-protection-act>

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.gov.uk

Yours sincerely

[REDACTED]

[REDACTED]