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I am writing to advise you that the Civil Service Commission has now completed its search for the information you requested on 23 April 2012 under the Freedom of Information Act 2000. You requested information regarding the number of Subject Access Requests received by the Commission. The information is provided as responses to the individual questions:

- 1. What are the annual number of SARs you process for the last three financial years (2009/10, 2010/11, 2011/12)?*  
*The Commission's predecessor body, the Office of the Civil Service Commissioners, received no SARs in 2009/10.*  
*The Civil Service Commission received no SARs in 2010/11.*  
*The Commission received three SARs in 2011/2012.*
- 2. What are the annual totals (number of SARs) processed that were responded to beyond the 40 calendar day deadline?*  
*No SARs were responded to beyond the 40 calendar day deadline.*
- 3. In the last financial year (2011/12), what is the average number of days you have taken to prepare your response to an SAR (within the 40 calendar day deadline)?*  
*28 days.*
- 4. In the last financial year (2011/12), what is the average number of days you have taken to complete the SAR response cycle e.g. from receipt of first SAR to conclusion of the enquiry?*  
*28 days.*
- 5. In the last financial year (2011/12), what was the duration of the longest response to a single SAR (within the 40 calendar day deadline)?*  
*36 days.*
- 6. In the last financial year (2011/12), what was the duration of the longest completion time for a single SAR e.g. from receipt of first SAR to conclusion of the enquiry?*  
*36 days.*
- 7. What is the total number of current SARs you are processing?*  
*One.*

8. *Of the total number currently being processed, what is the number that is outside the 40 calendar day deadline?*  
*None.*

9. *How many full-time equivalent staff are processing SAR requests?*  
*One.*

10. *What is the nature of the requests?*  
*Requests for personal information held by the Commission.*

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Richard Jarvis  
Chief Executive  
Civil Service Commission  
Room G/08  
1 Horse Guards Road  
London  
SW1A 2HQ

e-mail: [richard.jarvis@csc.gsi.gov.uk](mailto:richard.jarvis@csc.gsi.gov.uk)

You should note that the Civil Service Commission will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Civil Service Commission. The Information Commissioner can be contacted at:

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

Yours sincerely

**Sean Edwards-Playne**  
Communications and Case Officer