REQUEST

I would like to request information about the work and structure of your Information Governance team and how these functions and responsibilities are carried out in your organisation. By Information Governance, I am referring to how you comply with Information Access legislation (FoIA & EIR), data protection, and records management.

I would therefore be grateful if you can provide me with the following information:

1. The total number of staff employed by your authority – the FTE (full-time equivalent)

2. The total number of FoIA & EIR requests received by your authority in your last annual monitoring period – as either a calendar or financial year, whichever is easier.

3. The total number of Subject Access Requests (SARs) received by your authority over the same period

4. The number of SAR requests received since the introduction of the General Data Protection Regulation (GDPR) on 25 May 2018.

5. Please provide information about the structure of your Information Governance team(s), and/or the relevant roles within your authority where these responsibilities lie. This should include:

- Team structure(s), job titles, role responsibilities and job descriptions;

- Pay bands for these roles – if the pay band is identified by an alphanumeric identifier (e.g. Band D, or Grade 8), please provide a table which identifies the range of salaries within these pay bands.

- Where the Information Governance function sits within your authority and the member of your Senior Management Team / Corporate Management Team / Board with overall responsibility for Information Governance.

6. Please identify where the role of Data Protection Officer (DPO) sits within your authority, to whom they report, they pay band, whether your DPO has any additional roles or responsibilities, and whether they fulfil the DPO role for any other data controller.

7. Please provide a copy of any audits or inspection reports covering FoIA, EIR , DPA and GDPR compliance from the past three years, and copies of reports referencing any restructuring or resourcing of the Information Governance functions within your authority.

If you are providing links to information published on your website, please ensure they relate to the specific information being requested.

Thank you.

RESPONSE

Thank you for your Freedom of Information request of 26 January to the Mayor's Office for Policing and Crime (MOPAC). I apologise for the lengthy delay in replying to you.

I confirm that your request has been handled under the Freedom of Information Act 2000 and that MOPAC does hold some information relating to your request, as set out below:

1. The total number of staff employed by your authority – the FTE (full-time equivalent)

Answer: Our FTE is published on the MOPAC website annually via the Gender and Ethnicity Pay Gap reports, here: https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/about-mayors-office-policing-and-crime-mopac/our-staff/mopac-ethnicity-pay-gap-report-march-2018-data

2. The total number of FoIA & EIR requests received by your authority in your last annual monitoring period – as either a calendar or financial year, whichever is easier.

Answer: The total number of FOIs received in 2018 was 103. No EIRs were received.

3. The total number of Subject Access Requests (SARs) received by your authority over the same period

Answer: The total number of SARs received in 2018 was 2.

4. The number of SAR requests received since the introduction of the General Data Protection Regulation (GDPR) on 25 May 2018.

Answer: 0

5. Please provide information about the structure of your Information Governance team(s), and/or the relevant roles within your authority where these responsibilities lie. This should include:

- Team structure(s), job titles, role responsibilities and job descriptions;

Answer: Our organisational structure is published on the MOPAC website, here: https://www.london.gov.uk/sites/default/files/mopac-external-structure-chart-october-2018.pdf.

Relevant roles within MOPAC are set out below, and the job descriptions are attached:

- Head of Strategy and Corporate Planning (Grade 2) – holds the role of Data Protection Officer

- Head of Private Office (Grade 3)

- Information Governance Manager (Grade 6)

- Information Governance Officer (Grade 7)

- Pay bands for these roles – if the pay band is identified by an alphanumeric identifier (e.g. Band D, or Grade 8), please provide a table which identifies the range of salaries within these pay bands.

Answer: You can find the MOPAC pay scales on the website, here:
https://www.london.gov.uk/sites/default/files/mopac_payscales_july_2018.pdf

- Where the Information Governance function sits within your authority and the member of your Senior Management Team / Corporate Management Team / Board with overall responsibility for Information Governance.

Answer: The posts above report into the Head of Strategy and Corporate Planning (DPO) who is a member of the Senior Leadership Team.

6. Please identify where the role of Data Protection Officer (DPO) sits within your authority, to whom they report, they pay band, whether your DPO has any additional roles or responsibilities, and whether they fulfil the DPO role for any other data controller.

Answer: The DPO role is held by the Head of Strategy and Corporate Planning who reports to the Director of Strategy. The job description in the answer to Q5 covers other roles and responsibilities. The Data Protection Officer for MOPAC does not fulfil the DPO role for any other data controller.

7. Please provide a copy of any audits or inspection reports covering FoIA, EIR , DPA and GDPR compliance from the past three years, and copies of reports referencing any restructuring or resourcing of the Information Governance functions within your authority.

Answer: Please find report attached.

If you are unhappy with the response to your Freedom of Information requests, please see the MOPAC website on what the next steps are at:

https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/governance-and-decision-making/freedom-information

Yours sincerely