

**Subject Access Requests to the Scottish Information Commissioner
Report to 31 December 2021**

Number of subject access requests received for information held by the Commissioner	2020-21 Total	2021-22 Q1	2021-22 Q2	2021-22 Q3	2021-22 Q4	2021-22 Total
TOTAL	20	3	9	2	0	14

Number of subject access requests closed	2020-21 Total	2021-22 Q1	2021-22 Q2	2021-22 Q3	2021-22 Q4	2021-22 Total
Granted in full	11	3	4	0		7
Refused - no proof of ID	0	0	0	0		0
Refused - manifestly unfounded/excessive	2	0	1	1		2
Refused - exemption applied	1	0	1	0		1
Partially refused	1	0	3	1		4
Information not held	2	0	1	0		1
Fee not paid	0	0	0	0		0
Withdrawn	1	0	0	0		0
Erasure - granted	1	0	0	0		0
TOTAL	19	3	10	2		15
Number of cases open at quarter/year end	1	1	0	0		

Proportion of subject access requests answered within statutory timescales:	2020-21 Total	2021-22 Q1	2021-22 Q2	2021-22 Q3	2021-22 Q4	2021-22 Total
No of requests answered within statutory timescales	19	3	10	2		15
No of requests answered outwith statutory timescales	0	0	0	0		0
No of requests which received no response	0	0	0	0		0
% answered within statutory timescales	100%	100%	100%	100%	0%	100%