



Department of  
**Justice**  
An Roinn Dlí agus Cirt  
Máinnstríe O tha Laa  
[www.justice-ni.gov.uk](http://www.justice-ni.gov.uk)

**Department of Justice**  
**Records & Information Team**  
Information Services Division  
Block 5  
Knockview Buildings  
Ballymiscaw  
Stormont  
Belfast  
BT4 3SL

Telephone 028 90378617  
Email: [foi@justice-ni.gov.uk](mailto:foi@justice-ni.gov.uk)

01 December 2022

**REFERENCE: FOI\22\61**

Dear Sir

Thank you for your request for information dated 08 November 2022 and detailed below.

Can you please provide answers to the following questions relating to Subject Access Requests (SARs)?

1. How many SARs have been made to the Department of Justice in the last 12 months? - **45**
2. How many SAR requests have gone over the allocated calendar month for responding? **One**
3. How many staff deal with responses? **This information is not recorded. Outside of our responsibilities under FOI, we can confirm that each business area is responsible for responding to FOI requests in their area. At a minimum, each request is dealt with by two staff in each business area, a drafter and an approver. A team of two in the core also assist with the administration of SARs.**
4. On average how many hours are spent dealing with a SAR? **This information is not recorded.**
5. Do you have any software to assist with SAR production? **A Case Management System, which was produced in house, assists with the administration of SARs.**
6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide

Name:

Title: Data Protection Officer

Direct Email: [DataProtectionOfficer@justice-ni.gov.uk](mailto:DataProtectionOfficer@justice-ni.gov.uk)



Direct Phone Number: Direct Phone Number: 028 90 378617

**SARs are handled by the appropriate business area, who each have budget responsibility for the costs and resources. Centrally the DPO for DoJ is responsible for ensuring that the Department's DPA obligations are met.**

The Freedom of Information Act 2000 gives you two rights of access when you write to us asking for information. You have the right to know whether we hold recorded information in scope of your request, and you have the right to have that recorded information given to you. These rights may only be overridden if the information you are looking for is covered by an exemption in the Act. Responses to your requests have been added above beside each request.

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you request an internal review please do so in writing stating the reasons to the address above.

If following an internal review you were to remain dissatisfied you may make a complaint to the Information Commissioner and ask the Commissioner to investigate whether the DOJ has complied with the terms of the FOIA. You can write to the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The Commissioner will not investigate a complaint unless an internal review procedure has been carried out.

Further details on the role of the Information Commissioner and the handling of appeals can be found at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



Yours sincerely

**Freedom of Information Manager**

