Subject Access Requests to the Scottish Information Commissioner
Report to 31 December 2023

Number of subject access requests received for information held by the Commissioner	2022-23 Total	2023-24 Q1	2023-24 Q2	2023-24 Q3	2023-24 Q4	2023-24 Total
TOTAL	24	1	8	3		12

Number of subject access requests closed	2022-23 Total	2023-24 Q1	2023-24 Q2	2023-24 Q3	2023-24 Q4	2023-24 Total
Granted in full	13	1	6	1		8
Refused - no proof of ID	0	0	0	0		0
Refused - manifestly unfounded/excessive	2	2	1	0		3
Refused - exemption applied	0	0	0	0		0
Partially refused	1	0	0	1		1
Information not held	6	0	0	0		0
Fee not paid	0	0	0	0		0
Withdrawn	1	0	1	0		1
Erasure - granted	0	0	0	0		0
TOTAL	23	3	8	2		13
Number of cases open at quarter/year end	2	0	0	1		

Proportion of subject access requests answered within statutory timescales:	2022-23 Total	2023-24 Q1	2023-24 Q2	2023-24 Q3	2023-24 Q4	2023-24 Total
No of requests answered within statutory timescales	23	3	8	2		13
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%		100%