



Assurance Group
London Borough of Barnet,
2 Bristol Avenue, Colindale,
London NW9 4EW
2 September 2020
Our ref: 6535600

Thank you for your request received on 26 August 2020, for the following information:

Please provide the following information, which I am requesting under the Freedom of Information Act 2000:

(1.)(a.) On how many different computer databases does the London Borough of Barnet hold information about people who live in the borough?

(1.)(b.) Please provide a list of those databases, by name or by other identifying characteristic.

(1.)(c.) Please include in that list details of the names of each category and sub categories of data that are contained in each of those databases.

(2.)(a.) Does the London Borough of Barnet hold manual records about people who live in the borough?

(2.)(b.) If so, please provide details of all categories and sub categories of data in which those manual records are held.

(3.)(a.) On how many different computer databases does the London Borough of Barnet hold information about the properties that it owns?

(3.)(b.) Please provide a list of those databases, by name or other identifying characteristic.

(3.)(c.) Please include in that list details of the names of each category and sub categories of data that are contained in each of those databases.

(4.)(a.) Does the London Borough of Barnet hold manual records about the properties that it owns?

(4.)(b.) If so, please provide details of all categories and sub categories of data in which those manual records are held.

We have processed this request under the Freedom of Information Act 2000.

Response

We are refusing your request under section 12 because we estimate that compliance with your request will exceed the "appropriate limit" under section 12. The appropriate limit is £450 which is equivalent to 18 hours at £25 per hour. The per hour figure is set by Regulations rather than actual salary paid to any officers handling requests. The appropriate limit includes the time it will take the council to discover if it holds the information requested,

to locate it, extract it and collate it as well as putting it into any particular format requested by the requester.

The information requested cannot be gathered electronically and would require manual compilation. We estimate that compliance with your request would exceed the appropriate time/costs limit under section 12 of the Freedom of Information Act 2000. This is currently 18 hours /£450. Section 12 (1) of the FOIA does not oblige a public authority to comply with a request for information if the authority estimates that the time or cost of complying with the request would exceed the appropriate limit as set out above.

Each service area's Records Champion and Link Officers would need to identify the responsible manager who had signed off the destruction of paper files, who would need to determine, locate, extract and retrieve figures for paper, for example in the Corporate Records Information Management Team four managers would need to be asked about each of their systems, they would each have to run reports on the systems they are responsible for, extract the figures and then feed back the results which would then need to be repeated across the whole for the whole organisation.

We would then also need to get our contractor, Stor-A-File to check digital records held in store each box circa 27,000 boxes being taken out of storage would cost 85p per box, plus a delivery cost of £12.50 per visit (we could potentially only house 20 boxes at any one time) so several visits would be required, a total cost to the Council of £39,000.

Furthermore, each Information Asset Owner of the 130 electronic IT systems and 8 main EDRMS systems would need to design and run reports for the two years of interest in this request, check records/files, each record/ file would take approximately 30 minutes to determine, locate and extract the information held, a total of 70 hours.

The information that it is possible to obtain has been provided by the Records Manager is below.

(1.)(a.) On how many different computer databases does the London Borough of Barnet hold information about people who live in the borough?

Records Management manage 2 databases which are related to offsite storage records

(1.)(b.) Please provide a list of those databases, by name or by other identifying characteristic.

O'neils Portal and an excel database

(1.)(c.) Please include in that list details of the names of each category and sub categories of data that are contained in each of those databases.

Date indexed, department, additional team notes, department sub category, unique reference, surname, forename, date of birth, date, retention/review date information, file title, box number, file number, additional information

(2.)(a.) Does the London Borough of Barnet hold manual records about people who live in the borough?

Yes, Barnet hold paper records

(2.)(b.) If so, please provide details of all categories and sub categories of data in which those manual records are held.

Date indexed, department, additional team notes, department sub category, unique reference, surname, forename, date of birth, date, retention/review date information, file title, box number, file number, additional information

(3.) (a.) On how many different computer databases does the London Borough of Barnet hold information about the properties that it owns?

Deeds database, where the information is held on excel

Total number of applications approximately 130, there are also eight EDRMS solutions

- * Sharepoint ' Council wide
- * Wisdom ' Adults/ Finance/ Hr
- * Synergy ' Education management system
- * OpenRevenues ' Revs & Bens system
- * Elector8 ' Election management system
- * Uniform ' Planning management system
- * Swordfish ' Planning management system
- * QL ' Housing system (Barnet Homes)

(3.) (b.) Please provide a list of those databases, by name or other identifying characteristic. Excel

(3.) (c.) Please include in that list details of the names of each category and sub categories of data that are contained in each of those databases.

BB (deeds) pack number, number of part, address, sub-section of address covered, Type of Information Stored and Land Registration Number

(4.) (a.) Does the London Borough of Barnet hold manual records about the properties that it owns?

Yes, all property deeds are held in paper format (4.) (b.) If so, please provide details of all categories and sub categories of data in which those manual records are held. BB pack number, number of part, address, sub-section of address covered, Type of Information Stored and Land Registration Number. This data is held on the excel referenced in question 3.

Advice and Assistance

We are unable to suggest a way of narrowing the request under our statutory obligation to provide advice and assistance.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications

Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.