

How to report on your performance on handling requests for information under FOIA 2000 - Template

- Use our definitions to clarify what data you need to include to work out each total. Click onto the data collection titles to see individual definitions. To edit the format of this template, select the Review option above and click Unprotect Sheet for each tab.

- Fill in the three templates:

Key data collection – this is data you should collect to comply.

Additional data collection – this is data you could collect to give you a clearer understanding of your performance.

Exemptions and exceptions data collection – this is data you could collect about exemptions and exceptions applied

For further help to record your performance data, refer to our webpage:

[How to report on your performance on handling requests for information under FOIA 2000 | ICO](#)

Key data collection

Name of organisation:	CCCU			
Date of most recent data collection:	08/07/2024			
Data to collect	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total requests received	61	40		
Total open requests	0	4		
Total of open requests with permitted extensions – public interest test	0	0		
Total of open requests with permitted extensions – complex and voluminous	0	0		
Total requests closed	61	35		
Total requests closed within statutory timescale	58	29		
Total requests closed with a permitted extension	0	0		
Total requests closed outside statutory timescale	3	6		
Total closed requests where information was granted in full	38	31		
Total closed requests where information was withheld in full	4	0		
Total closed requests where information was partially provided	14	4		
Total internal reviews received	0	0		
Total requests with a stopped clock for clarification	3	1		
Total requests with a paused clock for fees notice	0	0		

Additional data collection

Name of organisation:	CCCU
Date of most recent data collection:	08/06/2024

Data to Collect	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Compliance rate	95%	83%	0%	0%
Total FOI requests received	61	40		
Total EIR requests received	0	0		
Total of overdue requests	0	0		
Total of overdue requests over one month old	0	0		
Total of overdue requests over three months old	0	0		
Total of overdue requests over six months old	0	0		
Total of overdue requests over nine months old	0	0		
Total of overdue requests over one year old	0	0		
Exemptions and exceptions applied	See Exemptions and exceptions tab, please use the additional tables provided			
Total closed requests where information was withheld under the provision at section 12	0	1		
Total closed requests where information was withheld under the provision at section 14	4	0		
Total internal reviews closed	0	0		
Total internal reviews closed within code of practice and statutory timescales	0	0		
Total internal reviews closed outside code of practice and statutory timescales	0	0		
Total internal reviews closed and fully upheld	0	0		
Total internal reviews closed and partially upheld	0	0		
Total internal reviews closed and overturned	0	0		
Total internal reviews open	0	0		

Exemptions and exceptions data collection

Name of organisation:	CCCU
Date of most recent data collection:	08/07/2024

Exemptions applied (FOIA)

Exemption	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Section 21 - Information accessible by other means	0	0		
Section 22 - Information Intended for Future Publication	0	0		
Section 22A - Research Information	0	0		
Section 23 - National Security (Security Bodies)	0	0		
Section 24 - National Security	0	0		
Section 26 - Defence	0	0		
Section 27 - International Relations	0	0		
Section 28 - Relations within the UK	0	0		
Section 29 - The Economy	0	0		
Section 30 - Investigations and Proceedings Conducted by Public Authorities	0	0		
Section 31 - Law Enforcement	1	0		
Section 32 - Court Records	0	0		
Section 33 - Audit Function	0	0		
Section 34 - Parliamentary Privilege	0	0		
Section 35 - Formulation of government policy and Ministerial Communications	0	0		
Section 36 - Effective Conduct of Public Affairs	0	0		
Section 37 - Communications with the Royal Family and the granting of honours	0	0		
Section 38 - Health and Safety	0	0		
Section 39 - Environmental Information	0	0		
Section 40(1) - Personal Information of the requester	0	0		
Section 40(2) - Personal Information	0	0		
Section 41 - Information provided 'In Confidence'	0	0		
Section 42 - Legal Professional Privilege	0	0		
Section 43 - Commercial Interest	0	0		
Section 44 - Prohibitions on Disclosure	0	0		

Exceptions applied (EIR)

Exception	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Regulation 12(4)(a) - Information not held	0	0		
Regulation 12(4)(b) - Manifestly unreasonable requests	0	0		
Regulation 12(4)(c) - Requests formulated in too general a manner	0	0		
Regulation 12(4)(d) - Material in the course of completion, unfinished documents and incomplete data	0	0		
Regulation 12(4)(e) - Internal communications	0	0		
Regulation 12(5)(a) - International relations, defence, national security or public safety	0	0		
Regulation 12(5)(b) - The course of justice and inquiries exception	0	0		
Regulation 12(5)(c) - Intellectual property rights	0	0		
Regulation 12(5)(d) - Confidentiality of proceedings	0	0		
Regulation 12(5)(e) - Confidentiality of commercial or industrial information	0	0		
Regulation 12(5)(f) - Interests of the person who provided the information to the public authority	0	0		
Regulation 12(5)(g) - Protection of the environment	0	0		
Regulation 13 - Personal information	0	0		