

Date: 01/08/2019

FREEDOM OF INFORMATION REQUEST FOI/014914 – Subject access requests

I am writing to you to make a request under the Freedom of Information Act 2000 to request the following information from your Trust regarding Subject Access Requests (SARS):

1. How many staff members are employed at your trust?

- As at 11/7/19 4912

2. Can you provide us with the name of the department, job titles, pay band and job descriptions for the staff members that process SARS.

- The department name is Patient Access team, Job title is Health records clerk, Pay band 2

3. How many staff members are currently employed to process SARS?

- 3 WTE

4. Have you had to employ more staff members since the introduction of the GDPR on 25/05/18? If yes how many? - No

5. Do you employ staff to redact records? If yes how many are employed, what is their pay band? Please provide a copy of the job description. - No

6. How many SAR requests did you process per month between 01/04/2017 and 31/03/2018,

- 2024 in this period

and how many of those breached the 40 day time limit = 0

7. How many SAR requests did you process per month between 01/04/2018 and 24/05/2018,

- 326 this is based on the whole month of April and May as this is how we record the data.

and how many of those breached the 40 day time limit? = 0

8. How many SAR requests did you process per month between 25/05/2018 and 31/03/2019,

- 2112 this figure is based on the date range 01/05/2018 to 31/03/19 as we provide reports for whole months

and how many of those breached the 30 day time limit? = 184

9. Have you seen an increase in the number of patient applications for copies of medical records? If yes what %?

- 80%