

Date: 22/06/2016

FREEDOM OF INFORMATION REQUEST FOI/012863 – Subject access requests

Please provide the contact details and addresses where Subject Access Requests (SAR) for the following record types are sent.

Hospital
A&E
Radiology including MRI, CT Scans and X-Rays
Physiotherapy

Urgent Care Centre Notes - There is an Urgent Care Centre on site but this is not part of The Dudley Group of Hospitals NHS Trust so you would need to contact them for this information.

Minor Injuries Notes - ?
CBT Notes - Do not know what CBT is?

Please see response below

Subject Access Requests (SAR) - patient information

Trust held patient casenotes
Community held patient folders – (Single Assessment Process) SAP folders
Test results/Xray images
Medical Photography images
Deceased patient information (Access to Health Records)
Solicitors requests
Other hospitals
Court Orders
Veterans Agency
Department of Works and Pensions
X-rays

Request from:
The Access to Health Records Team
Health Records Department
Russells Hall Hospital
Telephone: 01384 456111 Ext: 1390

Subject Access Requests (SAR) – staff information

Personnel files

References
Disciplinary information
ESR (Electronic Staff Record) information
Training records

Request from:
Requests for this type of information are currently being undertaken by:
Directorate Administration staff (Staff's own Department where staff personnel files are held)

Subject Access Requests – Can I charge a fee?

An organisation receiving a subject access request may charge a fee for dealing with it. You need not comply with the request until you have received the fee.

The public authority cannot charge for the time taken to locate, retrieve and extract the information.

It is able to charge for Administration costs, for example: photocopying and postage.

Fee is £10.

Maximum Fee £50 (contact Health Record for advice)

Guide to Disproportionate effort -

Payment

If a public authority does not receive payment within three months of issuing a fees notice, it is no longer obliged to respond to the request. The public authority should tell the requestor about the deadline in its fees notice.

When a requestor pays by cheque, the public authority may choose to regard the fee as being received on the day the cheque is received, or it may wait until the cheque has cleared. However, the public authority should not delay paying the cheque into its bank account in order to delay providing the response.

A public authority should also note that the section 45 Code of Practice states that where a requestor has indicated that he or she is not prepared to pay the fee, the authority should consider whether it can release any relevant information without charge.

VAT

Whether or not the public authority can charge VAT depends on whether the information is only available from the public authority (or another public authority). If the requested information is only available from a public authority, any charges would not attract VAT.

However, if the requested information is available from another source that is not a public authority; the public authority may add VAT to its fee.