



Ref: FOIA Reference 2021/22-185

Date: 30<sup>th</sup> July 2021

Email [foi@uhnm.nhs.uk](mailto:foi@uhnm.nhs.uk)

Dear

I am writing to acknowledge receipt of your email dated 25th June 2021 requesting information under the Freedom of Information Act (2000) regarding procedures.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 I am finding it difficult to provide information required to progress further a Subject Access Request / Complaint and hope that you may be able to help by providing clarity and guidance.**

**I acknowledge, appreciate and respect that under GDPR your organisation is unable provide a name of a staff member. I also understand the need to give specific information to the Trust to avoid any potential negative impact on resources when undertaking such searches as subject access requests.**

**In being respectful and mindful of the above points, please can you can guide in line with policy:**

- How to progress further a Subject Access Request or Complaint, when my understanding is that specific details are required by the Trust**

**But**

- I only have a first name.**
- I am informed that the information governance team cannot help without a surname.**
- I am not able to see the staff identity badge**
- I only have a location at the time of the event.**

**A1** Due to the vagueness of the request and the number of employees working within the Trust it is unlikely that the Trust would be able to identify the individual unless this is specifically recorded within the patient's medical records and we are aware that you have previously requested a copy of the full medical record.

Please be aware, that the Trust does not release names of staff under a Band 7 rating, as per policy.

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

***UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.***

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

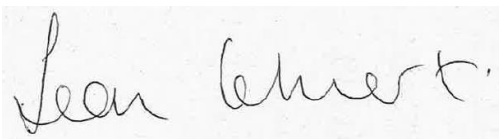
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

If following review of the responses I can be of any further assistance please contact my secretary on 01782 671612.

Yours,



Jean Lehnert



**University Hospitals  
of North Midlands**  
NHS Trust

**Data, Security & Protection Manager**

