

Ref: FOIA Reference 2022/23-458

Date: 22nd December 2022

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 11th November 2022 requesting information under the Freedom of Information Act (2000) regarding Subject Access Requests

On 17th November 2022 we contacted you via email as we required the following clarification:

What specific type of SAR you are looking for, is this just for patients who have asked for information or were you wanting staff SAR's as well?

On 28th November 2022 you replied via email with:
'Both please'

As of 1st 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 How many SARs (not other types of data protection requests) have been made to the Trust in the last 12 months?

A1 Since April 2022 –to end October 2022 -2519 (note: this also includes requests made via the Access to Health Records Act 1990 for deceased patient records)

Staff SARs = Since April 2022 –to start November 2022 - 10 (note this also includes Police Requests)

Q2 How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

A2 For patient Sars there were 4 that have gone over the standard 30 day allocation and 2 staff have gone over the standard 30-day allocation

Q3 How many staff are usually contacted to provide data to contribute to the request?

A3 We do not currently collate this information

Q4 On average how many hours are spent dealing with a SAR?

A4 This varies dramatically dependant on the type of request and whether the record is in hard copy format and therefore requires locating and requesting before copies can be made, or in electronic form. Based on the hours available within the team and the number of requests the average would be approximately 1 ½ hours per request. For Staff records the average would be approximately 4 hours per request

Q5 Do you have any software to assist with SAR production and if so, which?

A5 There is no software at present to deal with SAR Production but we do use a secure file transfer wherever possible when disclosing information to applicants

Q6 Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide

Name:

Title:

Direct Email:

Direct Phone Number:

A6 See below:

Alison Legan*, Health Records Manager
01782 675073

Paul Williams* Assistant Director of HR – for SARS (No responsibility for People Directorate Budget)

Note all Trust emails are in the following format: firstname.lastname@uhnm.nhs.uk

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

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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.

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

Yours,



Leah Carlisle
Head of Data, Security & Protection/ Data Protection Officer