



Ref: FOIA Reference 2021/22-214

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

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

Dear

I am writing in response to your email dated 13/07/2122 requesting information under the Freedom of Information Act (2000) regarding Subject Access Requests.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHM) 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 Please can you signpost me to guidance that:**

**1) Tells me about the difference between Clinical Communication and Medical Records?**

A1 Please refer to our email response sent 19<sup>th</sup> July 2021 to your query on PDR 004-2122, however note, Clinical communication could be emails sent between clinicians regarding the best course of care for a patient, and medical records would hold all the treatment a particular patient received.

**Q2 Where can I find a list of examples of other information that can be requested, other than Medical and Clinical Information?**

A2 There are three avenues for information, SAR- information that relates to your medical record, PDR which relates to information not found in your medical records (e.g.) emails- see A1, note, the Trust does not hold any other information on patients and finally FOI- this is corporate information and does NOT relate to personal data of patients or staff. The Trust website site sign posts these options.

**Q3 What I should consider when making a Subject Access Request and how to approach this, eg searching for my personal information to allow for any potential abbreviated formats of my name?**

A3 The Trust's Privacy Notice (accessed [here](#)) has a section 'How to Access Your Information' which contains the information on how to make a Subject Access Request.

\*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.***

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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.

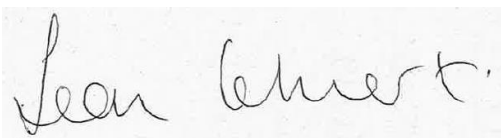
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and 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](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  
**Data, Security & Protection Manager**