



Ref: FOIA Reference 2020/21-208

Date: 29th September 2020

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 3rd September 2020 requesting information under the Freedom of Information Act (2000) regarding SARs

On 4th September 2020 we contacted you via email as we required the following clarification:
Are you asking for SARs in relation to staff records as well?

You replied via email with the following:
"Yes please, all SARs to which you have made responses".

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 Please provide answers to the following questions relating to data Subject Access Requests (SARs)?

1. How many SARs have been made to your organisation in the last recorded 12 month period?

A1 Please see below (data: ministries- for health records form patients) 5003

Staff related SARs - Data not held

Q2 Please provide a breakdown of the specific departments/directorates that these SARs relate to.

A2 The requests are centralised and all non-staff related SARS are processed by the Health Records Department. Staff related SARS are processed by Human Resources.

Q3 Is there a central response to SARs or is it devolved to the departments involved?

A3 As answer 2

Q4 How many staff deal with responses - estimate of Full Time Equivalentents needed to provide SAR responses (Alternatively - hours per typical SAR response)?

A4 Health Records SARS - 3.16 FTE

Staff related SARs – 0. These are dealt with as a very small part of 1 substantive post. The Data, Security and Protection team (DS&P support staff) deal with requests for personal data under GDPR that is not covered under the above. This is part of a wider role for two posts; however time scales are not recorded.

Q5 Do you have any software to assist with SAR production (e.g. search over multiple unstructured document files, or automatic redaction of Personally Identifiable Information (PII))?

A5 No software is used within Health Records as the majority of the information is in paper format. Nor is any used for staff related SARs. No dedicated software is used by the Data, Security and Protection team (DS&P support staff).

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 Health Records Manager: Alison Legan. All staff emails are in the following format.
Firstname.lastname@uhnm.nhs.uk

There is no specific budget for responding to staff related SARs

*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.

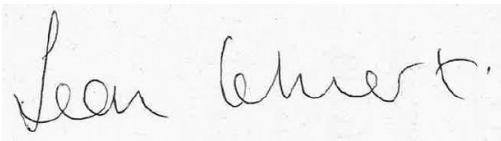
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and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



Jean Lehnert
Data, Security & Protection Manager