



Information Governance Team
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Email: foi@hpft.nhs.uk

Our Ref: FOI 2455

Thank you for your request concerning Subject Access and Freedom of Information requests

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

DATA PROTECTION ACT & ACCESS TO HEALTH RECORDS ACT - SUBJECT ACCESS REQUESTS

1. **How many requests did your organisation receive under either the Access to Health Records Act (Deceased) or the Data Protection Act (living individuals) for the following calendar years; 2012, 2013, 2014, 2015 and 2016?**

Calendar Years	Number Received
2012	228*
2013	252*
2014	376
2015	390
2016	369

* There may be inaccuracies with these numbers due our reporting system at the time.

2. **If possible please confirm the number of requests within this figure that had to be read and 3rd party information removed.**

It is not possible to provide you with this information. All requests (other than court orders) would be read and checked for 3rd party information.

3. **Can you confirm the percentage per year of requests which breached the statutory 40 day deadline?**

Calendar Years	% breached 40 Days
2012	7*
2013	32*
2014	13
2015	27
2016	15

*Please see caveat above.

4. **Can you confirm within your organisation the current process that is used to respond to these requests i.e do you supply the information by post, in person (viewing) or in an electronic format. If in an electronic format what software do you use, and how do you share the information electronically i.e. email/memory stick or other?**

The vast majority of requests are posted to the applicant.

5. **Can you confirm within your organisation the current process that is used to redact third party information from Subject Access Requests i.e who is responsible for this is it admin staff or clinicians?**

Our DPA/FOI Officers are responsible for redactions either electronically with Adobe Pro or manually with black marker.

6. **Can you confirm the number of staff within your organisation currently who have the day to day responsibilities for ensuring compliance with these types of requests, please confirm:**

Question	2012	2013	2014	2015	2016
Staff Numbers	2	1	1	2	Jan to Sept: 2 Oct to date: 3
WTE	1.58	1.0	1.0	2.0	Jan to Sept: 2.0 Oct to date: 3.0
Job Titles	Information Management Compliance Analyst	Information Governance Analyst	Information Governance Analyst	Information Governance Analyst	Information Governance Analyst Changing to DPA/FOI Officer
Agenda for Change or appropriate Banding	Band 4	Jan to July: Band 4 Aug onwards: Band 5	Band 5	Band 5	Band 5

7. **Can you confirm which service line this function sits within your organisation i.e Health Records or Information Governance or somewhere else?**

The Information Governance and Compliance Team are responsible and fall under the wider Information Management and Technology Team.

8. **Can you confirm if further resource is planned for this service line to meet the changes and work required by the GDPR?**

No additional resources are planned to meet the upcoming GDPR implementation.

FREEDOM OF INFORMATION ACT REQUESTS

9. How many requests did your organisation receive under the Freedom of Information Act in the following calendar years?

Calendar Years	Number Received
2012	158
2013	171
2014	185
2015	238
2016	327

10. Can you confirm the percentage per year of requests which breached the statutory 20 day deadline?

Calendar Years	% breached 20 Days
2012	32
2013	33
2014	42
2015	30
2016	38

11. Can you confirm within your organisation the current process that is used to respond to these requests; copies of your policy or process are acceptable.

Please see attached flowchart.

12. Can you confirm the number of staff within your organisation currently who have the day to day responsibilities for ensuring compliance with FOI requests, please confirm:

Please see the answer to question 6.

13. Can you confirm which service line this function sits within your organisation i.e Health Records or Information Governance or somewhere else?

Please see the answer of question 7.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
FOI/DPA Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

