



21 June 2018

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
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Our Ref: FOI 2948

Thank you for your request concerning our current IG structure.

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

The information we would be interested in is as follows:

1. Number of Trust staff

This information is already in the public domain¹. Please follow this [link](#) to our annual reports. The 2017/18 report will be published following our AGM on 17 July 2018².

2. Executive lead for IG

Ronke Akerele, Director of Innovation and Transformation is responsible for information security and protection within the organisation. Please follow this [link](#) for more information on Ronke.

3. Total staff in IG team

There are 12 full time posts.

4. Job Titles and Bands of IG staff

Job Title	Number of Posts	Banding
Head of Information Rights and Compliance	1	8
Information Governance Manager	1	7
Senior Information Governance Officer	3	6
Information Rights Officer	3	5
Information Rights Assistant	2	3
Clinical Coder	2	5

¹ Section 21 – Information available through other means has been applied.

² Section 22 – Information intended for future publication has been applied.

The main portfolio of the department (please select yes or no):

		Yes/No
5.	FOI	Yes
6.	SARs	Yes
7.	CCTV requests	No
8.	Information asset owners	Yes
9.	IG audits	Yes
10.	GDPR	Yes
11.	Data Security and Protection Toolkit	Yes
12.	Data Protection Impact Assessments	Yes
13.	Data sharing agreements	Yes
14.	IG incidents and complaints	Yes
15.	IG risk register	Yes
16.	IG training	Yes
17.	Clinical records	Yes
18.	Clinical coding	Yes
19.	Other key roles (please specify)	

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
Information Rights 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](#).

