

7 January 2020

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

Tel: 01727 804954  
Email: [Hpft.foi@nhs.net](mailto:Hpft.foi@nhs.net)

Our Ref: FOI/03532

Thank you for your request concerning Subject Access Requests.

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

- 1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?**

[hpft.informationrights@nhs.net](mailto:hpft.informationrights@nhs.net)

- 2) What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.**

71% responded to on time.

- 3) On average how many SAR/DPA requests does your authority receive in a month?**

Between 58 and 79 so average of 66.

- 4) How many SAR officers are employed by your organisation who work on Subject Access Requests?**

2 x Information Rights Assistants and 3 x Information Rights Officers.

- 5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?**

Please see the answer to question 1.

- 6) How many overdue Subject Access Requests do you currently have?**

As of 3 January 2020, we have 9 overdue subject access requests; all of which are categorised as voluminous/complex.

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](#).

