

5 January 2023

Information Rights & Compliance Team
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Our Ref: FOI/04529

Thank you for your request concerning number of Subject Access Requests (SAR)s.

Your request has been considered and processed in accordance with the requirements of the Environmental Information Regulation 2004.

1. How many SARs (not other types of data protection requests) have been made to the trust in the last 12 months?

This information is already in the public domain¹. Please follow this [link](#) to our Annual Reports.

2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

Please follow the link provided under question 1.

3. How many staff are usually contacted to provide data to contribute to the request?

One; the responsible consultant is contacted to provide authorisation.

4. On average how many hours are spent dealing with a SAR?

We have 3 full time officers whose Job Description involves the management of SARs. We do not keep record of time spent.

¹ Section 21 – Information is available through other means

5. Do you have any software to assist with SAR production and if so, which?

We use Ulysses as a management system.

6. Who has budget responsibility over the costs & resources required to respond to the SARs?

Ultimately our [Director of Innovation and Digital Transformation and Chief Information Officer](#) has responsibility for this department.

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 Environmental Information Regulation request please scan the QR code below or click [here](#).

