

Sent via email

Email: kmpt.inforaccess@nhs.net
Website: www.kmpt.nhs.uk


Dear [REDACTED]

Request for Information

I write further to your request FOI ID 35177 under the Freedom of Information Act 2000 regarding:-

Information Governance – structure and Subject Access Requests

Your request is set out below:

Questions	SPFT	Answer
Average SAR's & Access to Records requests received monthly (including Direct Care and all type of requests)	130 p/m	176 p/m (based on the period November 2021 – October 22)
Headcount & WTE for Health Records / SAR's	8 (6.64 wte)	See structure chart
Configuration of team (Excludes Head of Information Governance)	1 x Data Protection & Health Records Manager (B6) 3 x Health Records Officers - processing & administration (b4) 3 x SAR Handlers- redaction & scrutiny (B3) 1 x SAR Supervisor - checking disclosures (B5)	 IG & RM Structure.pdf
Average Response time (Days)	NA – sent after original request	All information requested is not routinely collected outside normal record keeping. The requested information is not held centrally and is contained within the individual records which cannot be extracted as a standalone piece of data. In order to

		extract the requested information and collate the results would require a manual exercise to identify and review clinical records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.
Percentage of SAR's responded to within statutory deadline	NA – sent after original request	92%

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department