



**Kent and Medway**  
NHS and Social Care Partnership Trust

**Information Governance & Records Management Department**

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Dear [REDACTED]

**Request for Information**

I write further to your request FOI ID 45863 under the Freedom of Information Act 2000 regarding: -

Freedom of Information & Subject Access Requests

Your request is set out below:

1. Number of Freedom of Information requests received.
2. Percentage that were sent out on time.
3. Number of which were sent back for internal review
4. Number of which were referred to the ICO.
5. Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

Please can this be broken down into the following years.

- a) 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023
- b) 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024
- c) 1<sup>st</sup> April 2024 – to date

	2022-23	2023-24	2024 - date
<b>1. Number of Freedom of Information requests received.</b>	<b>352</b>	<b>421</b>	<b>190</b>
<b>2. Percentage that were sent out on time.</b>	<b>91%</b>	<b>96%</b>	<b>99%</b>
<b>3. Number of which were sent back for internal review</b>	<b>The requested information is not held centrally and is contained within 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 the records and would exceed the appropriate time limits, as</b>		

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Trust Chair – Dr Jackie Craissati  
Chief Executive – Sheila Stenson

	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.		
4. Number of which were referred to the ICO.	0	0	0
5. Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)	Within the Kent and Medway NHS and Social Care Partnership Trust, we do not have specific roles to cover Freedom of Information or Subject Access Requests. These are managed within our overall IG and Records Management department.		

6. Number of Subject Access Requests received.
7. Percentage that were sent out on time.
8. Number of which were sent back for internal review
9. Number of which were referred to the ICO.
10. Number of staff that you had in the year to process Subject Access requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

Please can this be broken down into the following years.

- d) 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023
- e) 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024
- f) 1<sup>st</sup> April 2024 – to date

	2022-23	2023-24	2024 - date
1. Number of Subject Access Requests received.	2171	2572	761
2. Percentage that were sent out on time.	96%	97%	98%
3. Number of which were sent back for internal review	The requested information is not held centrally and is contained within 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 the 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.		
4. Number of which were referred to	2	1	1

the ICO.			
5. Number of staff that you had in the year to process Subject Access requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)	<p><b>Within the Kent and Medway NHS and Social Care Partnership Trust, we do not have specific roles to cover Freedom of Information or Subject Access Requests. These are managed within our overall IG and Records Management department.</b></p>		

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