

Freedom of Information Request: 0529 2019/20

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

Our Data Protection Officer is Berit Reglar. Her email address is informationgovernance@uhb.nhs.uk

- 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.**

The Trust has responded to approximately 85% on time since 25 May 2018.

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

The Trust receives between approximately 1,000 - 1,100 SARs each month.

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

The Trust employs approximately 25 staff who deal with SARs.

Please note that the majority of these are within the Access to Health Records Team (QEHB: 10.05 WTE, and HGS 7.5 WTE), with some staff picking up SARS in HR and Information Governance as and when required.

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

Access to Health:

Accesstohealthrecords@uhb.nhs.uk

Information Governance:

informationgovernance@uhb.nhs.uk

HR:

Firstcontact@uhb.nhs.uk

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

The Trust currently has approximately 700 overdue SARs.