

**Reference Number:** FOIAH2425/274  
**From:** Private Individual  
**Date:** 21 August 2024  
**Subject:** Details of Subject Access Requests and Freedom of Information Requests received and about the Departments that Process them

**Q1** The structure of the department that manages your Subject Access Requests and Freedom of Information Requests, please include pay banding of roles

**A1** Information Governance Team- FOI requests  
1x 1.0 FTE Information Governance Manager – band 7  
1x 1.0 FTE Information Governance Officer – band 5  
4 x 1.0 FTE Information Governance Coordinators – band 4  
This structure is part of a service collaboration that covers the Information Governance function for two Trusts

Access to Health Records Team- SAR requests  
1x 1.0 FTE Health Records Manager – band 7  
3 x 1.0 FTE Access to Health Caseworker - band 3  
1 x 0.85 FTE Access to Health Caseworker - band 3

**Q2** Confirm which Division / Directorate manages the Subject Access Request and Freedom of Information process.

**A2** iDigital

**Q3** For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many SAR and FOI requests have you received

**A3** SARs- Information not held - we are unable to provide the data prior to April 2023 due to a re-design of processes and data analysis. Further information is available on our disclosure log:

<https://www.alderhey.nhs.uk/about/publications/disclosure-log-373-2/>

FOIs  
2018/19, 2019/20 and 2020/21- Information not held - we are unable to provide the data prior to April 2021 due to a re-design of processes and data analysis.  
2021/22- 547  
2022/23- 674

**Q4** For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many SAR's have been sent outside of the 30 day timeframe compliance

A4 SARs- Information not held - we are unable to provide the data prior to April 2023 due to a re-design of processes and data analysis. Further information is available on our disclosure log:

<https://www.alderhey.nhs.uk/about/publications/disclosure-log-373-2/>

Q5 For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many FOI's have been sent outside of the 20 day timeframe compliance

A5 2018/19, 2019/20 and 2020/21- Information not held - we are unable to provide the data prior to April 2021 due to a re-design of processes and data analysis.

2021/22- 98

2022/23- 193