

Reference FOIAH2425/274

Number:

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/

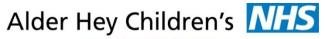
FOIs

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



NHS Foundation Trust

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