

Freedom of Information Request

Ref: UHB 19-747

10 January 2020

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

1. Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use
Please see attached. These are included in the Procedure for Dealing With Subject Access Requests Under GDPR.
2. a copy of the last 5 dpias completed
Telephone Clinics.
Antenatal Safeguarding Information Sharing.
Clinical Research Network MailChimp Screening.
Clinical Research Network EDGE Screening.
Clinical Research Network Portfolio Trancker Screening.
3. a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media
IG Induction Training, IG eLearning Training.
4. a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years.
UHB Simple Guide to Information Governance, UHB Simple Guide to GDPR.
5. a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?
Sustainable development policy (created in Sept 2019 and extended until June 2020).
Sustainable development strategy (approved in November 2019).

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Director of Corporate Governance
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

FOI Team
UH Bristol NHS Foundation Trust