

**Freedom of Information Request**

**Ref: UHB 20-044**

4 February 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 provide the staff structure for the Information Governance/Privacy Team.  
Head of Information Governance & Data Protection Officer band 8b.  
Information Governance Officer, band 5.  
Freedom of Information & Information Governance Administrator band 4.
2. Please provide the Job role/title for each member of the team.  
Please see response of question 1.
3. Please provide the Key responsibilities /Job Description each member of the team.  
Please see attached the job descriptions for each role.
4. Please include WTE for each role.  
Head of Information Governance & Data Protection Officer: 1WTE  
Information Governance Officer: 1WTE.  
Freedom of Information & Information Governance Administrator: 0.6WTE
5. Please provide the Banding for each post.  
Please see response of question 1.

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**