

Freedom of Information Request

Ref: UHB 19-745

13 December 2019

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. What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?
David.Smith2@UH Bristol.nhs.uk
2. What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do not have this figure please provide a figure for what you do have.
67.93%
3. On average how many SAR/DPA requests does your authority receive in a month?
3336 requests since 25th May 2018 and therefore approximately 170 a month.
4. How many SAR officers are employed by your organisation who work on Subject Access Requests?
There is 3 Access to Health Records Officers employed to solely deal with AHR requests.
However there is more staff that work on SARs/DPRs as required in the Information Governance Team, Medical Records teams and Human Resources team but SARs/DPRs are part of their role, they are not solely employed for this.
5. What is the generic email address of the team which deals with SARs / DPA requests within your organisation?
AHRTeam@UH Bristol.nhs.uk
6. How many overdue Subject Access Requests do you currently have?
18.

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