

Subject Access Requests

Reference Number: RDF1004-22

Date of Response: 22/11/2022

Further to your Freedom of Information Act request, please find the Trust's response(s) below:

1. How many SARs have been made to the Trust in the last 12 months?

Answer: Please see table below. Please note SARs are dealt with by two Access to Records Teams (Eastern and Northern)

Month	Total SARs received (Eastern)	Total SARs received (Northern)
October 2021	404	89
November 2021	399	82
December 2021	370	73
January 2022	424	92
February 2022	399	87
March 2022	484	114
April 2022	441	67
May 2022	536	91
June 2022	475	82
July 2022	500	100
August 2022	530	86
September 2022	452	95

2. How many SAR requests have gone over the allocated calendar month for responding?

Answer: Please see table below. These figures include subject access requests that needed to be responded to in one calendar month and those requests deemed to be complex which have a two month extension applied.

Month	Number Over Compliant Rate	Compliance Rate (N)
October 2021	29	78%
November 2021	57	85%
December 2021	94	74%
January 2022	99	85%
February 2022	78	92%
March 2022	141	81%
April 2022	186	89%
Month	Number Over Compliant Rate	Compliance Rate (N)
May 2022	175	90%

June 2022	122	94%
July 2022	203	96%
August 2022	304	93%
September 2022	198	97%

3. How many staff deal with responses?

Answer:

The data for this is not held as both Access to Records teams deal with a wider remit that just Subject Access Requests.

The Eastern Access to Records team are budgeted for 4.5 whole time equivalents and are currently being supported by additional resources due to increasing volumes of requests.

The Northern Access to Records team are budgeted for 3.53 Whole Time Equivalent.

4. On average how many hours are spent dealing with a SAR?

Answer: The Trust does not hold this information.

5. Do you have any software to assist with SAR production?

Answer: The Access to Records teams currently use Microsoft Office, redaction software and scanning software to assist with SAR production.

6. Who has budget responsibility over the costs & resources required to respond to the SARs? :-

Answer: Information Governance Manager Eastern services
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