

Ref: FOI/GS/ID 7796

**Please reply to:**  
FOI Administrator  
Trust Management  
Maidstone Hospital  
Hermitage Lane  
Maidstone, Kent  
ME16 9QQ  
Email: [mtw-tr.foiadmin@nhs.net](mailto:mtw-tr.foiadmin@nhs.net)  
[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

09 December 2022

## **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Subject Access Requests (SAR).

*You asked:*

*Can you please provide answers to the following questions relating to Subject Access Requests (SARs)?*

- 1. How many SARs have been made to the trust in the last 12 months?*
- 2. How many SAR requests have gone over the allocated calendar month for responding?*
- 3. How many staff deal with responses?*
- 4. On average how many hours are spent dealing with a SAR?*
- 5. Do you have any software to assist with SAR production?*
- 6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide*

*Name:*

*Title:*

*Direct Email:*

Trust response:

### Health Records – SAR

1. From Oct 21 to Oct 22 - 3,550 received in the SAR department only, this does not include, SAR requests from Legal, Human Resources, Occupational Health
2. From Oct 21 to Oct 22 - 2 have gone over the responding time of 30 days this does not include, SAR requests from Legal, Human Resources, Occupational Health
3. 5.91WTE this does not include, SAR requests from Legal, Human Resources, Occupational Health
4. On average 3 hours per SAR

5. SAR portal

6. The Trust considers the names and contact details requested exempt under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. These members of staff are not of sufficient senior level where there is reasonable expectation that this information would be released into the public domain.

The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

This falls under the remit of the Chief Finance Officer. The Trust Executive structure chart and details of the above positions is available on the Trust website [www.mtw.nhs.uk](http://www.mtw.nhs.uk)

To contact members of the board, please contact the Executive secretarial team on telephone 01622 226412.

For any queries regarding the Trust Board, please contact Kevin Rowan, Trust Secretary, on telephone 01622 228 698 or email [kevinrowan@nhs.net](mailto:kevinrowan@nhs.net).

#### Legal Services – SAR

1. The legal team deals with records requests pertaining to PADs, police requests, GMC requests, NMC requests, safeguarding issues and coroner's inquests. Between 1/12/21 and 30/11/22 we have received a total of 588 record requests.

2. Of the 588 record requests – 143 breached the 30-day timeframe.

3. 2

4. Unable to quantify

5. SAR portal

6. The Trust considers the names and contact details requested exempt under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. These members of staff are not of sufficient senior level where there is reasonable expectation that this information would be released into the public domain.

The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

This falls under the remit of the Chief Nurse. The Trust Executive structure chart and details of the above positions is available on the Trust website [www.mtw.nhs.uk](http://www.mtw.nhs.uk)

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#### Human Resources – SAR

1. 8

2. 2

3. 8

4. Unable to quantify

5. Yes

6. The Trust considers the names and contact details requested exempt under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. These members of staff are not of sufficient senior level where there is reasonable expectation that this information would be released into the public domain.

The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

This falls under the remit of the Chief People Officer. The Trust Executive structure chart and details of the above positions is available on the Trust website [www.mtw.nhs.uk](http://www.mtw.nhs.uk)

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Occupational Health - SAR

1. None
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable