

Ref: FOI/GS/ID 8028

Please reply to:
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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 (SARs) and Freedom of Information Requests (FOIs).

You asked: All questions are shown as received by the Trust.

- 1, *What system(s) do you use to log & process:*
 - a. *Subject Access Requests (SARs)*
 - b. *Freedom of Information Requests (FOIs)*
- 2, *What case management software(s) do you use?*
 - a. *Subject Access Requests (SARs)*
 - b. *Freedom of Information Requests (FOIs)*
- 3, *How much was spent on the purchasing of the system/software used in questions 1 & 2?*
 - a. *Subject Access Requests (SARs)*
 - b. *Freedom of Information Requests (FOIs)*
- 4, *How many SARs have been made to the Trust within the last 6 months?*
- 5, *How many SARs have gone over the deadline (including 30, 60 & 90 day cases) within the last 6 months?*
- 6, *How many FOIs have been made to the Trust within the last 6 months?*
- 7, *How many staff do you have that log & process SARs/FOIs?*
 - a. *Subject Access Requests (SARs) -*
 - b. *Freedom of Information Requests (FOIs)*
- 8, *What software do you use for redactions (please include the software version) for SARs? –*

Trust response:

- 1,
 - a.
Health Records - SAR portal
HR – Microsoft Excel

Occupational Health (OH) - We use our normal occupational health IT system, OPAS G2 for these requests.

b. Microsoft Excel

2,

a.

Health Records – AMS SAR Portal

HR – Microsoft Excel

Occupational Health – We use our own OH specific IT system, OPAS G2. All records get scanned onto the individuals file.

b. Microsoft Excel

3,

a. The Trust is applying Section 43 to this question.

b. Not applicable

4,

Health Records – 1694 DSAR requests for Healthcare Records were made from August 2022 - January 2023

HR – 5 (but 1 got withdrawn)

Occupational Health – Zero

5,

Health Records – 0 DSAR requests for Healthcare Record were reported over the last 6 months from August 2022 - January 2023

HR – Zero

Occupational Health – Not applicable

6, 389

7,

a.

Health Records – 5.91 WTE

HR – 8

Occupational Health – We have 4 OH admin and 2 OH qualified nurses and our acting head of department.

b. one

8,

Health Records – Adobe Acrobat 2020

HR – Adobe Acrobat Pro

Occupational Health – The system we use in OH is OPAS G2 which can only be accessed by OH staff.