

Ref: FOI/GS/ID 9428

**Please reply to:**  
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20 October 2024

### **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 Request (SAR) requests.

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

1. *Number of Subject Access Requests received.*
2. *Percentage that were sent out on time.*
3. *Number of which were sent back for internal review*
4. *Number of which were referred to the ICO.*
5. *Number of staff that you had in the year to process Subject Access requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)*

*Please can this be broken down into the following years.*

- a) *1st April 2022 – 31st March 2023*
- b) *1st April 2023 – 31st March 2024*
- c) *1st April 2024 – to date*

Trust response:

These figures relate to SAR's handled by the Trust Health Records Team.

1. 2526
2.
  - a. 99.8%
  - b. 61.2%
  - c. 45.8%
3.
  - a. None
  - b. Two
  - c. One

4.

a. None

b. None

c. None

5.

a. 5.91WTE

b. 7.91 WTE

c. 10.08WTE