Alder Hey Children's NHS
NHS Foundation Trust

Reference Number: FOI202223/373
From: Private Individual

Date: 25 October 2022

Subject: Subject Access Requests

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

Q1 How many SARs have been made to the Trust in the last 12 months?

A1 565

Q2 How many SAR requests have gone over the allocated calendar month for responding?

A2 Requests received since 01/10/2022 – 4 requests have currently taken longer than the prescribed calendar month. However please be aware that there are permitted extensions within the Data Protection Act where requests are assessed as complex which permits an extension of up to a further 2 calendar months.

Q3 How many staff deal with responses?

A3 Information Not Held – Multiple staff are involved in the review of SAR requests, with each case assessed individually. This may require input from various administrative and clinical professionals. The Trust has a core Team who are involved in the management of SAR's. Current budget includes x1 Band 6, x3 Band 3 and x1 Band 2.

Q4 On average how many hours are spent dealing with a SAR?

A4 Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data.

Q5 Do you have any software to assist with SAR production?

A5 Adobe Pro and Microsoft Excel

Q6 Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide

a. Name:
b. Title:
c. Direct Email:
d. Direct Phone Number:

A6
a. Name: Wyn Taylor
b. Title: Head of Information Governance & Data Protection Officer (DPO)
c. Direct Email: Wyn.Taylor@alderhey.nhs.uk
d. Direct Phone Number: Information Not Held