

## Freedom of Information Act 2000 disclosure log entry

### Reference

19-20316

### Date sent

13/12/2019

### Subject

Sar Compliance Rates

### Details of enquiry

Could the trust please provide the following information:

- 1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?
- 2) What percentage of Subject Access Requests have been responded to on time since 25<sup>th</sup> May 2018? If you do have this figure, please provide a figure for what you do have.
- 3) On average how many SAR/DPA requests does your authority receive in a month?
- 4) How many SAR officers are employed by your organisation who work on Subject Access Requests?
- 5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?
- 6) How many overdue Subject Access Requests do you currently have?

### Response Sent

Thank you for your below request for information which we received on 13 December 2019. You requested information in relation to Subject access requests. Your request has been considered in line with the requirements of the FOI Act 2000. I shall answer your questions below in turn:

- 1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?

The e-mail address of the person who manages the Subject Access Requests is [SAR@Tavi-Port.nhs.uk](mailto:SAR@Tavi-Port.nhs.uk).

- 2) What percentage of Subject Access Requests have been responded to on time since 25<sup>th</sup> May 2018? If you do have this figure, please provide a figure for what you do have.

Since 01 April 2018 the percentage of Subject Access Requests responded on time was 67.9%.

- 3) On average how many SAR/DPA requests does your authority receive in a month?

On average since 01 January 2018 the organisation has received on average nine Subject Access Requests per month.

4) How many SAR officers are employed by your organisation who work on Subject Access Requests?

We currently have one Access to Health Records Officer who works 0.4 FTE per week and from December 2019, additional 0.4 FTE admin support for SARS.

5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?

The email address of the team which deals with Subject Access Records is [SAR@Tavi-Port.nhs.uk](mailto:SAR@Tavi-Port.nhs.uk)

6) How many overdue Subject Access Requests do you currently have?

We currently have one overdue Subject Access Request.