

Information Governance

6 September 2017

Our Ref: RFI 21082

Dear

**Freedom of Information Act 2000
Information in Relation to Information Governance Structures, Policies and
Requests**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 8 August 2017.

A response to each of the questions raised has been provided by the Human Resources and Corporate Affairs Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**L McAree (Miss)
Head of Information Governance &
Directorate Support**

In accordance with the Freedom of Information Act 2000, please could you provide me with the following information:

- *Copy of your information governance structure with bandings*

Please see attached structure for the Information Governance Team.

- *Copy of your information governance SLA, or equivalent. (Confirmed as Information Governance procedure for processing Subject Access Requests and Freedom of Information Requests.*
- *Policy for managing SAR and FOI*

Please see attached Policy and Procedural Documents as listed below.

- Freedom of Information Act 2000 Policy, ref: SET/Gen (122) 2015.
- Procedure for Processing a Freedom of Information Request, ref: IG/P01, which includes a workflow chart.
- Data Protection Policy Statement, ref: SET/Gen (146) 2016.
- Procedure for Processing Subject Access Requests, ref: IG/P02.
- Workflow chart for Subject Access Requests.
- *Completion of the attached table. If the requested information will exceed the legal time limits, please provide as much of a breakdown as possible (e.g. by quarter, or annual figures).*

Please see Table 1 below which details compliant (40 days or less) and non-compliant (over 40 days), Subject Access Requests (SARs) from January 2015 to July 2017.

Table 1

	No of SARs received						
	2015		2016		2017 to date		
	0-40 days	41 + days	0-40 days	41 + days	0-40 days	41 + days	
January	142	80	157	76	148	52	
February	150	115	153	102	128	49	
March	146	84	145	88	184	73	
April	149	70	165	81	150	35	
May	141	59	152	73	200	45	
June	153	83	190	106	182	30	
July	153	79	110	74	148	22	
August	159	106	143	89			
September	191	83	188	45			
October	174	87	175	59			
November	184	65	175	51			
December	145	55	128	55			

The above records SARs that are currently recorded on the Information system. There may be further requests processed by the Trust but are not detailed in the above table as they are not required to use the information system.

Please see Table 2 below which details compliant (20 days or less) and non-compliant (over 20 days), Freedom of Information Requests (FOIs) from January 2015 to July 2017.

Table 2

	No of FOI requests received						
	2015		2016		2017 to date		
	0-20 days	21 + days	0-20 days	21+ days	0-20 days	21 + days	
January	18	15	10	18	19	14	
February	24	9	8	6	19	9	
March	13	13	17	12	25	5	
April	10	9	14	9	22	9	
May	8	11	15	10	20	6	
June	17	11	15	11	25	7	
July	13	9	20	30	24	4	
August	9	7	10	24			
September	8	10	10	22			
October	13	11	11	25			
November	5	7	19	13			
December	5	5	15	9			