

FOI099 Response

Request

Dear Birmingham and Solihull Mental Health NHS Foundation Trust,

Please can you provide the below information in relation to your structure and how you work from an Information Rights/Governance and Data Protection Point of view:

- Information Governance and Data Protection:

1. How many FTE positions do you have that are responsible for:
 - 1a. Investigating data protection incidents
 - 1b. Liaising with the ICO
 - 1c. Conducting IG audits
 - 1e. Ensuring the trust is compliant with IG training
 - 1f. Ensuring the IG toolkit is completed
2. What band are they?
3. Which department in your Trust do they sit under?

In addition, I would also like the below answered:

- FOI:

1. How many full time equivalent (FTE) positions do you have working on FOI requests?
2. What band are they?
3. Are they responsible for any people management?
4. Which department do they sit under in your Trust?

- Subject Access Request:

1. How many FTE positions do you have working on Subject Access requests?
2. What band are they?
3. Are they responsible for any people management?
4. Which department do they sit under in your Trust?

- Archiving:

1. How many FTE positions do you have that are responsible for your current or historic archiving?
2. What band are they?
3. Which department in your Trust is responsible for your archiving contract?

Response

• **Information Governance and Data Protection:**

1. How many FTE positions do you have that are responsible for:

1a. Investigating data protection incidents

There is currently 2 staff members with a FTE position within the Information Governance Team that have the responsibility to investigate data protection incident.

1b. Liaising with the ICO

There is currently 2 staff members with a FTE position within the Information Governance Team that have the responsibility to liaise with the ICO.

1c. Conducting IG audits

There is currently 1 staff member with a FTE position within the Information Governance Team that has the responsibility to conduct IG audits, however this individual will be supported where necessary by other members of the Information Governance Team.

1e. Ensuring the trust is compliant with IG training

There is currently 1 staff member with a FTE position within the Information Governance Team that has the responsibility to ensure the Trust is compliant with IG training.

1f. Ensuring the IG toolkit is completed

There is currently 1 staff member with a FTE position within the Information Governance Team that has the responsibility to ensure the Trust's Data Security and Protection Toolkit is completed, however there are two other members of the Information Governance Team who are responsible for allocated assertions within the toolkit.

2. What band are they?

- 1 x Band 8b
- 1 x Band 5
- 1 x Band 4

3. Which department in your Trust do they sit under?

The Band 8b, Band 5 and Band 4 staff members sit within the Information Governance Team who are a part of the Trust's Performance and Information Team

In addition, I would also like the below answered:

- **FOI:**

- 1. How many full time equivalent (FTE) positions do you have working on FOI requests?**

There is currently 1 staff member with a FTE position within the Information Governance Team that has the responsibility to process and complete FOI requests, however this role is supported by other members of the Information Governance Team.

- 2. What band are they?**

Band 4

- 3. Are they responsible for any people management?**

The Band 4 staff member does not have any managerial responsibilities.

- 4. Which department do they sit under in your Trust?**

The Band 4 staff member sits within the Information Governance Team who are a part of the Trust's Performance and Information Team

- **Subject Access Request:**

- 1. How many FTE positions do you have working on Subject Access requests?**

Please note that the 9 staff members that were noted to carry out Subject Access request also assist with current and historic archiving.

- 2. What band are they?**

- 1 x Band 7
- 2 x Band 6
- 3 x Band 4
- 3 x Band 3

- 3. Are they responsible for any people management?**

The Band 7, Band 6 and Band 4 staff members have managerial elements to their role.

4. Which department do they sit under in your Trust?

The Band 3, Band 4, Band 6 and Band 7 staff members sit within the Project Management Office Team.

• Archiving:

1. How many FTE positions do you have that are responsible for your current or historic archiving?

There is currently 9 staff members with an FTE position, and they are responsible for current and historic archiving.

Please note that the 9 staff members that were noted to carry out Subject Access request also assist with current and historic archiving.

2. What band are they?

- 1 x Band 7
- 2 x Band 6
- 3 x Band 4
- 3 x Band 3

3. Which department in your Trust is responsible for your archiving contract?

The Band 3, Band 4, Band 6 and Band 7 staff members sit within the Project Management Office Team.