FOI 0331/2023 Response

I would like to make a Freedom Of Information Request.

1. **How do you process Subject Access Requests?**

   Subject Access Requests are processed via the Trust's Information Request Team.

   An initial request is received either electronically via email, or posted to the Trust Headquarters.

   An acknowledge email / letter is sent to the Requester and if needed correspondences is sent to the Requester for additional information, such as proof of ID.

   The Request is then logged within the Trust's Information Request Legislation (ILR) log.

   The request is than forwarded to the appropriate Clinician or Line Manager (dependent on if the SAR is from a patient or staff member) to query if the records need to be reviewed prior to disclosure.

   Once a review has been completed by the appropriate Clinician or Line Manager, or confirmation that a review is not needed, the Information Request Team carry out an assurance check to ensure all the information relates to the data subject and no erroneous information are disclosed.

   The Trust's Information Request Team will than collate the requested information for disclosure.

2. **What tools do you use to ensure that what needs to be redacted from patient records is redacted when responding to SARs?**

   Adobe pro

3. **How do you share/send personal/patient information with insurance companies or solicitors when you receive such a request?**

   we send via One Drive, if this is not possible, then by return email or recorded delivery for large quantities of information.