

FOI 080/2023 Request

NOTE: Requester is seeking data form 2021/2022

1. How many SARS does your Trust process annually?

- 2431

2. How may FOI requests do your Trust process annually?

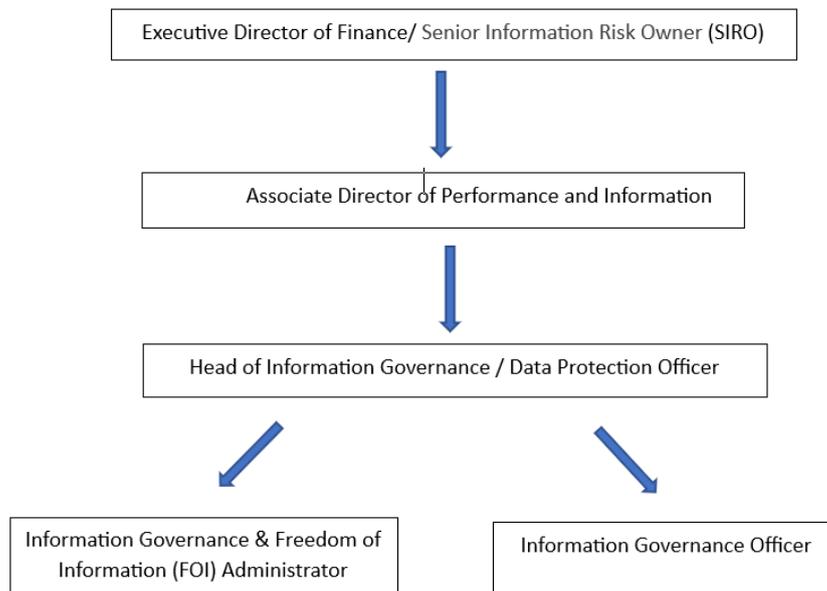
- 355

3. How many people are employed under Information Governance (IG) at your Trust?

- The Information Governance Team consists of 3.4 WTE staff members whose role is solely related to Information Governance.

- There are 3 staff members in the Information Governance Team who report to the Associate Director of Performance and Information who reports to, the Director of Finance / Senior Information Risk Officer (SIRO).

4. What is the managerial structure of the IG Team at your Trust?



5. What is the wholetime equivalent of the IG Team at your Trust?

- 3.4 WTE whose role solely consists of Information Governance.

6. Does the IG Team at your Trust process Subject Access Requests (SARS)?

- No, Subject Access Requests (SARs) are processed by the Trust's Information Request Team who are part of the Care Records Team.

a. If yes, does the IG Team process all SARs?

- N/A – please refer to the response provided for question 6.

b. How many SARs does the IG Team process on average per month?

- N/A – please refer to the response provided for question 6.

c. What is your Trusts compliance percentage 2021-2022?

- The Trust's SAR compliance was 98%.

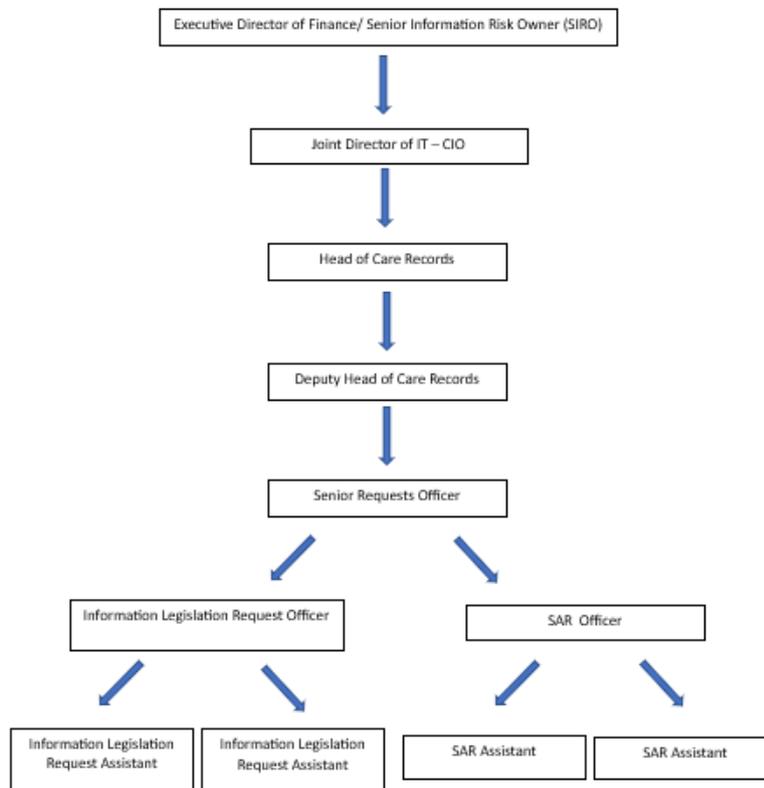
d. If no, does your Trust have an Access Team?

- Yes, the Trust has an Information Request Team (part of the Care Records Team) that facilitates Information legislation requests.

e. If your Trust has an Access Team, how many people are employed as part of the Access Team?

- 7

f. What is the managerial structure of the Access Team?



g. What is the wholetime equivalent of the Access Team?

- 6.5

7. Are Freedom of Information (FOI) requests processed by the IG Team?

- Yes

a. If no, does your Trust employ a separate FOI Team?

- Not applicable, see response above.

b. If yes, how many people are employed as part of the FOI Team?

- The Trust do not have a separate FOI Team. FOIs are managed by the IG team together with other IG areas of work.

c. What is the managerial structure of the FOI Team?

- N/A please refer to the response provided for question 3.

d. What is the wholetime equivalent of the FOI Team?

- N/A please refer to the response provided for question 3 and 5.

8. How many people on the IG Team worked on the DSP Toolkit in 2022?

- All 3.4 WTE members of the IG Team.

9. How many people worked on the Toolkit in 2021?

- All 3 members of the IG Team.

10. How much time was spent on the toolkit in hours in 2022?

- Not quantifiable, as this is part of the core responsibilities of the IG Team.

11. How many Information Audits carried out by the IG Team took place in 2022?

- Due to the affects of Covid-19 and the Trust's response to the pandemic, there have been NIL (0) audits carried out by the Trust.

However, we are currently looking to reinstate Information Governance Audits in the near future.

12. How often does the IG Team amend or maintain data maps?

- The Trust has data flow maps which captures the flow of information in and out of the Trust for its information assets.
- The Trust's flow maps are reviewed annually and are also amended when there are changes to information assets and Information sharing.

13. How many staff surveys/questionnaires carried out by the IG Team took place in 2022?

- The Trust conduct an annual information governance staff survey. The survey consists of questions that have been taken from the Data Security and Protection Toolkit (DSPT), which align to the 10 National Data Guardian Standards.