

FOI 0408/2025 Response

Dear FOI team,

Under the FOI Act, please can you provide the following:

1. A copy of your Trusts SAR Policy and Information Sharing Policy

Please refer to the attachment and note that an exemption Section 40 of the Freedom of Information Act 2000 has been applied.

This therefore means that staff members names and signatures have been removed as we do not routinely release this information.

2. Copies of SOPs or documents used for training and guidance to your SAR staff (or the staff that processes SARs on behalf of the Trust) e.g. reviewing for third party material, recognising a SAR etc.

Please refer to the attachment and note that an exemption Section 40 of the Freedom of Information Act 2000 has been applied.

This therefore means that staff members names and signatures have been removed as we do not routinely release this information.

3. The number of WTE employed in your SAR teams, including A4C banding

Please refer to the attachment.

4. The structure for SAR team

Please refer to the attachment.

5. Compliance rate for the following calendar years: 22, 23, 24, 25(thus far)

2022 = 2161 requests received of which 98% sent out within 1 month

2023 = 2623 requests received of which 97.5% sent out within 1 month

2024 = 2618 requests received of which 98% sent out within 1 month

2025 (to date) = 2836 requests received of which 97.5% sent out within 1 month