

4 January 2023

Subject Access Requests in the last 12 months

- 1. How many SARs (not other types of data protection requests) have been made to the trust in the last 12 months?**

For the year April 2021 – March 2022, 8971 SARS were received

- 2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?**

39% were not provided within the legal time frame for the year April 2021 – March 2022

- 3. How many staff are usually contacted to provide data to contribute to the request?**

This will depend on the request and the number of services that are involved with the individual concerned and the level of redaction required.

- 4. On average how many hours are spent dealing with a SAR?**

This depends on the request and the number of services involved and the level of redaction required. Data is not available regarding the average hours spent dealing with a SAR.

- 5. Do you have any software to assist with SAR production and if so, which?**

The Trust uses Infreemation software to monitor SARs and Objective Redact to react records where required.

- 6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide: Name; Title; Direct Email; Direct Phone Number.**

There are dedicated staff who will work solely on subject access requests within the Trust. The budget for these staff is held under the Director of Planning, Performance and Informatics, Alastair Campbell. However there will be many other professional staff involved in the provision and redaction of records.

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Alastair's PA is Angela Young who can be contacted at
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