

**Reference Number:** FOI202223/107  
**From:** Other  
**Date:** 23 June 2022  
**Subject:** SAR process for clinical SAR requests

I am looking for some information regarding the SAR (Subject Access Request) procedures to see how other organisations operate. The questions are as below:

**Q1** Approximately (or in average) how many clinical SAR requests your Trust receives per year? By clinical SAR request, I meant 'health request', request that are not related to HR categories. These are patient's request - requesting copies of their medical records, scans, ecg etc.

**A1** For 2021-22 FY the Trust received 264 Subject Access Requests

**Q2** Does all clinical SAR requests go through the Clinical approval process (or Serious Harm Test (SHT authorisation) before disclosure?

**A2** Yes

If yes, no more question

If no, please could we have the following details?

**Q3** If not, which requests are usually sent for the clinical approval/ SHT authorisation? (e.g. patient with safeguarding issue / MH etc.)

**Q4** Does the SAR officer identify the criteria of the client's clinical approval at the screening status from the system

**Q5** How do SAR officer screen the patient's status (e.g. alert at the system, or the front page etc.)

**A3-5** Not applicable as per A2