

Reference Number: FOI202223/275
From: Private Individual
Date: 25 October 2022
Subject: Details of Subject Access Requests processed by the Trust

Paste table from response letter

Q1 How many SARs have been made to the Trust in the last 12 months?

A1 328

Q2 How many SAR requests have gone over the allocated calendar month for responding?

A2 Nine

Q3 How many staff deal with responses?

A3 Information not held – processing of SARs is a task undertaken by the Information Governance Team, we do not assign specific staff resource to SARs. Team establishment at date of receipt of this request, was four full time staff, one IG Manager and three IG Coordinators.

Q4 On average how many hours are spent dealing with a SAR?

A4 Information not held as per A3 above, the Trust does not routinely collate or hold this information centrally as part of its management or performance data.

Q5 Do you have any software to assist with SAR production?

A5 No specific software used, the IG Team use Microsoft Excel to manage SAR workloads.

Q6 Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide
Name:
Title:
Direct Email:
Direct Phone Number:

A6 Name: Dave Reilly
Title: Associate Director - Digital Systems: Delivery and Assurance
Direct Email: David.Reilly@alderhey.nhs.uk
Direct Phone Number: 0151 228 4811 (ext. 3352)