

**Reference Number:** FOI202425/039  
**From:** Private Individual  
**Date:** 19 April 2024  
**Subject:** Details of Subject Access Request (SAR) Process

Please can I submit a FOI on your Access to Health Records Teams for SARs.

Q1 How many staff do you have doing the role

A1 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 six full time staff- One IG Manager, one IG Officer, and four IG Co-ordinators.

Q2 Are they full or part time (how many of each)

A2 As per A1.

Q3 What band are they pay wise

A3 IG Manager - Band 7.  
IG Officer - Band 5.  
IG Co-ordinators - Band 4.

Q4 Do you do any over time to process SARs

A4 No, overtime is not routinely worked.

Q5 How many SARS have you received in tax years (1st April to 31st March) 2021-2022, 2022-2023, 2023-2024

A5 2021-2022 – 312.  
2022-2023 – 342.  
2023-2024 – 401.

Q6 How many SARs have you received so far since 1st April 2024 to 18th April 2024

A6 23.

Q7 How many breaches for Questions 5 and 6

A7 2021-2022 – Eight.  
2022-2023 – Seven.  
2023-2024 – Zero.