

**Reference Number:** FOI202425/218  
**From:** Private Individual  
**Date:** 21 August 2024  
**Subject:** Information Governance structure, number of SAR and FOIs

**Q1** The structure of the department that manages your Subject Access Requests and Freedom of Information Requests, please include pay banding of roles

**A1** Both SARs and FOI form part of the responsibilities of our Information Governance (IG) Team Information.

1x 1.0 FTE Information Governance Manager – band 7  
1x 1.0 FTE Information Governance Officer – band 5  
4 x 1.0 FTE Information Governance Coordinators – band 4 (1 post vacant)  
This structure is part of a service collaboration that covers the Information Governance function for two Trusts.

**Q2** Confirm which Division / Directorate manages the Subject Access Request and Freedom of Information process.

**A2** iDigital

**Q3** For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many SAR and FOI requests have you received

**A3** SAR  
2018/19: 274  
2019/20: 325  
2020/21: 266  
2021/22: 312  
2022/23: 342

FOI  
2018/19: 422  
2019/20: 491  
2020/21: 361  
2021/22: 431  
2022/23: 513

**Q4** For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many SAR's have been sent outside of the 30 day timeframe compliance

**A4** 2018/19: 2  
2019/20: 6

2020/21: 3  
2021/22: 8  
2022/23: 7

Q5 For the years 2018/19, 2019/20, 2020/21, 2021/22, 2022/23, please provide the following:

How many FOI's have been sent outside of the 20 day timeframe compliance

A5 2018/19: 32  
2019/20: 27  
2020/21: 26  
2021/22: 19  
2022/23: 50