

Reference Number: FOI202425/276
From: Other
Date: 04 October 2024
Subject: Number of Freedom of Information & Subject Access Requests received

For the following years.

- a) 1st April 2022 – 31st March 2023
- b) 1st April 2023 – 31st March 2024
- c) 1st April 2024 – to date

Q1 Number of Freedom of Information requests received.

A1 a. Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2024/25 Disclosure Log, please see FOI Request Ref: 218:
<https://www.lhch.nhs.uk/resources/disclosurelogs>

Enter the year into the Year field and reference number into the Search field then click Search. Select Download to open.

- b. 592
- c. 267. Please note, this figure is from April - September 2024

Q2 Percentage that were sent out on time

A2 a. 90.38%
b. 98.81%
c. 97.06%. Please note, this figure is from April - September 2024

Q3 Number of which were sent back for internal review

A3 a. 2
b. 2
c. 0. Please note, this figure is from April - September 2024

Q4 Number of which were referred to the ICO.

A4 a. 0
b. 1
c. 0. Please note, this figure is from April - September 2024

Q5 Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

A5 FOI's are processed by the Information Governance (IG) Team which includes 6 WTE.
This is broken down into the following:
1 WTE IG Manager
1 WTE IG Officer
4 WTE IG Coordinators

Please note, FOIs are a proportion of the workflow for the IG Team. We do not have any staff members whose sole role is to process FOI requests. This structure is part of a service collaboration that covers the Information Governance function for two Trusts.

Q6 Number of Subject Access Requests received

A6 a. Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2024/25 Disclosure Log, please see FOI Request Ref: 218:
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Enter the year into the Year field and reference number into the Search field then click Search. Select Download to open.

b. 401

c. 181. Please note, this figure is from April - September 2024

Q7 Percentage that were sent out on time

A7 a. 98.15%
b. 100%
c. 100%. Please note, this figure is from April - September 2024

Q8 Number of which were sent back for internal review

A8 a-c. Information not held - internal review process is not part of the provisions of DPA 2018

Q9 Number of which were referred to the ICO

A9 a. 0
b. 0
c. 0

Q10 Number of staff that you had in the year to process Subject Access requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

A10 SARs's are processed by the Information Governance (IG) Team which includes 6 WTE.
This is broken down into the following:
1 WTE IG Manager
1 WTE IG Officer
4 WTE IG Coordinators

Please note, SARs are a proportion of the workflow for the IG Team. We do not have

any staff members whose sole role is to process SAR requests. This structure is part of a service collaboration that covers the Information Governance function for two Trusts.