

Reference Number: FOI202425/387
From: Commercial
Date: 26 November 2024
Subject: Access Request/Digital

Q1 How many people do you have in your access request team?

A1 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: 039:

<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.

Q2 How many data access requests do you get annually on average?

A2 **2021-2022, 2022-2023 and 2023-2024:**
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: 039:

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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.

24/25 year to date: 218

Q3 What is the average time spent on a single access request?

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

Q4 How many different systems are checked as part of an access request on average?

A4 Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data. This also varies depending on each individual request.

Q5 What is the approx. number or percentage of requests that breach the expected response time over an annual period?

A5 **2021-2022, 2022-2023 and 2023-2024:**

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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.

24/25 year to date: Zero

Q6 What system or process do you currently use to manage your SAR requests

A6 We use Microsoft Excel and Microsoft Word mail merge templates

Q7 Are the Trust medical records digital, paper, or mixed

A7 The Trust implemented digital records in June 2013. There are still some paper records which are scanned into a digital system.

Q8 If digital, what EPR and/or EDM system is used to manage these records.

A8 **Electronic Patient Record (EPR):**

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: 095:

<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.

Electronic Document Management System (EDMS):

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: 175:

<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.

Q9 When is the expiry date to the EPR and/or EDMS contract?

A9 **EPR:**

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: 095:

<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.

EDMS:

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: 175:

<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.