

Information Governance

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Email: FOI@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI2017/4222

Date Received: 29th September 2017
Response Due: 27th October 2017

2nd November 2017

Dear

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the FOI Act.

You asked:

Individuals have a right, commonly referred to as a subject access request (SAR), created by section 7 of the Data Protection Act. I am writing to you under the Freedom of Information Act 2000 to request the following information regarding your processing of subject access requests:

1. How many subject access requests did you receive the identifying paperwork for and process in 2014?
2. How many subject access requests did you receive the identifying paperwork for and process in 2015?
3. How many subject access requests did you receive the identifying paperwork for and process in 2016?

| | 13/14 | 14/15 | 15/16 |
|---|-------------|-------------|-------------|
| DPA 1998 | 2813 | 2805 | 2405 |
| Access to Health Records 1990 | 52 | 81 | 62 |
| Other Hospital Requests | 137 | 182 | 110 |
| Police Requests | 31 | 45 | 50 |
| Pension Requests | 278 | 162 | 89 |
| Criminal Injuries | 12 | 9 | 5 |
| Other requests | 22 | 12 | 15 |
| Data Protection Act Requests 1998 - other personal information held other than health records | 6 | 0 | 7 |
| Data Protection Act Requests 1998 - access to staff records | 4 | 0 | 0 |
| | 3355 | 3296 | 2743 |

Q 1 – 3. Please note that this information is recorded in financial years eg. 1st April to 31st March.

4. *How many subject access requests you rejected in 2014?*

5. *How many subject access requests you rejected in 2015?*

6. *How many subject access requests you rejected in 2016?*

Questions 4 to 6 - We do not record this information.

7. *What was the average cost for you to process a subject access request in 2014?*

8. *What was the average cost for you to process a subject access request in 2015?*

9. *What was the average cost for you to process a subject access request in 2016?*

Questions 7 to 9 - As the requests that we receive are varied, to locate and process the information can involve many employees throughout the Trust therefore we are not able to separate out a process cost.

10. *How much do you charge an individual to process a subject access request?*

Refusal Notice - The information that you have requested is exempt under Section 21 of the Freedom of Information Act because this information is easily accessible by some other means. Please use link below to access the information you require.

http://www.wvl.nhs.uk/information/IG_AccesstoHR.aspx

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster
Chief Executive

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF