

Freedom of Information Request

Ref: 22-577

11 October 2022

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting
- **How many DSAR requests did you receive in 2022**
1909
- **How many FOI requests did you receive in 2022**
584 (up until 11th October 2022)
- **Do you have a redaction policy in place?**
No
- **If your answer to Question 3 is a YES, can you share your redaction policy?**
Not applicable
- **What tools do you use to undertake redaction?**
Adobe
- **What tools do you use to undertake email de-duplication?**
None
- **What tools do you use to undertake file de-duplication?**
None
- **How much has the organisation spent on redaction tools such as licensing in the last 12 months?**
We do not hold this information - Adobe licences aren't purchased solely for redacting, so we won't be able to identify the redaction costs.
- **What file conversion tools do you use?**

Adobe

- **How many persons are redacting in the information governance team?**

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- **What company or 3rd party do you use for redaction?**

None

- **How many departments are involved in redacting information?**

3

- **Has your organisation received a data breach fine in the last 5 years?**

No

- **If Question number 8 is a yes, please tell me how much the organisation was fined.**

Not Applicable

- **Have the information governance team recruited in the last 12 months?**

Yes

- **If Question number 12 is a yes, please tell me how many person(s) were recruited?**

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- **Does the information governance team have a budget to spend on tools to help them convert and redact documents?**

No

- **How much has your organisation spent on managing DSARs in the last 12 months?
(this money spent on tools, pens, scalpels and staff)**

We do not use tools, pens, scalpels for redacting and it would be very difficult to track down every member of staff who redacts information and calculate how much it costs them to redact as it won't be the only task they do in their role.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street

Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust