

**Freedom of Information Request**

**Ref: 24-358**

23 April 2024

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

**Please can I submit a Foi on your Access to Health Records Teams for SARs.**

**1. How many staff do you have doing the role**

Medical Records: Seven

**2. Are they full or part time (how many of each)**

Information Governance: One full time but this is not their main role

Medical Records: Five full time, two part time

**3. What band are they pay wise**

7 x Band 3

**4. Do you do any over time to process SARs**

No

**5. How many SARS have you received in tax years (1st April to 31st March:**

**2021-2022:** 2238

**2022-2023:** 2695

**2023-2024:** 3895

**6. How many SARs have you received so far since 1st April 2024 to 18th April 2024**

243

**7. How many breaches for questions 5 + 6.**

**2021-2022:** 1235

**2022-2023:** 1305

**2023-2024:** 835

**1<sup>st</sup> April 2024 – 18<sup>th</sup> April 2024:** None

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**