

**Freedom of Information Request**

**Ref: 24-761**

28 October 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 this be broken down into the following years.**

**a) 1st April 2022 – 31st March 2023**

**b) 1st April 2023 – 31st March 2024**

**c) 1st April 2024 – to date**

**1. Number of Subject Access Requests received.**

**a) 1st April 2022 – 31st March 2023 - 2695**

**b) 1st April 2023 – 31st March 2024 - 3895**

**c) 1st April 2024 – to date – 2400 (until 30 September 2024)**

**2. Percentage that were sent out on time.**

**a) 1st April 2022 – 31st March 2023 – 34.87%**

**b) 1st April 2023 – 31st March 2024 – 70.68%**

**c) 1st April 2024 – to date – 69.29% (until 30 September 2024)**

**3. Number of which were sent back for internal review**

**a) 1st April 2022 – 31st March 2023 - 0**

**b) 1st April 2023 – 31st March 2024 - 0**

**c) 1st April 2024 – to date - 0**

**4. Number of which were referred to the ICO.**

**a) 1st April 2022 – 31st March 2023 – 6**

**b) 1st April 2023 – 31st March 2024 - 4**

**c) 1st April 2024 – to date - 3**

**5. 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)**

**a) 1st April 2022 – 31st March 2023:** Medical Records department: Average 3, budget for 5 and 2 job share 33 hours per week

Information Governance department: 2

**b) 1st April 2023 – 31st March 2024** - Medical Records department: 7, budget for 7 and 2 job share 33 hours per week

Information Governance department: 2 these roles are not budgeted for separately , subject access requests are included in the roles and responsibility in their job description

**c) 1st April 2024 – to date** - Medical Records department: 7, budget for 7 and 2 job share 38 hours per week

Information Governance department: 2 these roles are not budgeted for separately, subject access requests are included in the roles and responsibility in their job description

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**