

Freedom of Information Request	FOI 23-103	6 th March 2023
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1. What system(s) do you use to log & process Subject Access Requests (SARs) and Freedom of Information Requests (FOIs)?

	Subject Access requests (SARs)		Freedom of Information Requests (FOIs)
	Access to Health Records	Information Governance	
Software/System	DATIX RFI	Action Point	Excel
Budget	£6k (for maintenance of system)	0	0
Number received within last 6-months	3633	30	346
Over deadline within last 6-months	906	1	18
Staff	7 WTE	4 WTE	1 WTE

2. What case management software(s) do you use?

As per Q1.

3. How much was spent on the purchasing of the system/software used in questions 1 & 2?

As per Q1.

4. How many SARs have been made to the Trust within the last 6 months?

As per Q1.

5. How many SARs have gone over the deadline (including 30, 60 & 90 day cases) within the last 6 months?

As per Q1.

6. How many FOIs have been made to the Trust within the last 6 months?

As per Q1.

7. How many staff do you have that log & process SARs/FOIs?

As per Q1.

8. What software do you use for redactions (please include the software version) for SARs?

Adobe XDC.