

Freedom of Information Request	FOI 23-197	10 <sup>th</sup> May 2023
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**1. How many SARs (not other types of data protection requests) have been made to the health board in the last 12 months?**

The Information Governance Unit have received 57 Subject Access Requests in the last 12 months.

The Access to Health Records Team have received 6280 Subject Access Requests in the last 12 months.

**2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?**

Out of the 57 Subject Access Requests received by the Information Governance Unit 7 did not make the 28 day deadline, these did not exceed the permitted extensions applied.

Of the 6280 requests made to the Access to Health Records team 2,050 did not make the 28 day deadline but did not exceed the permitted extensions applied.

**3. How many staff are usually contacted to provide data to contribute to the request?**

Only staff who are relevant to the request would be contacted and this is different for each request.

**4. On average how many hours are spent dealing with a SAR?**

The Information Governance Team can spend approximately 60 hours per week on Subject Access Requests.

The Access to Health Records Team spend 247 hours per week on Subject Access Requests.

**5. Do you have any software to assist with SAR production and if so, which?**

The Information Governance Unit use CWS, WPAS, Datix and Outlook.

The Access to Health Records Team use EDRM, CWS, WCCIS, WNCR, RADIS, Careflow and DRDR.

**6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide**

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**7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)?**

The Information Governance Unit has had 3 SAR requests from employees, 1 of which had an extension applied.