Freedom of Information Request

Reference Number: EPUT.FOI.20.1606
Date Received: 5th August 2020

Information Requested:

Please can you provide the below information in relation to your structure and how you work from an Information Rights/Governance and Data Protection Point of view:

1. Information Governance and Data Protection:
   a. How many FTE positions do you have that are responsible for:
      i. Investigating data protection incidents
      ii. Liaising with the ICO
      iii. Conducting IG audits
      iv. Ensuring the trust is compliant with IG training
      v. Ensuring the IG toolkit is completed
      
      Information Governance - 5.25 FTE are responsible for the above
   b. What band are they?
      Band 3, Band 4 and Band 6
   c. Which department in your Trust do they sit under?
      Directorate of ITT

2. FOI:
   a. How many full time equivalent (FTE) positions do you have working on FOI requests?
      1
   b. What band are they?
      Band 5
   c. Are they responsible for any people management?
      Band 5 – No
   d. Which department do they sit under in your Trust?
      Legal Services

3. Subject Access Request:
   a. How many FTE positions do you have working on Subject Access requests?
      - Health Records
        4.70
b. What band are they?
- **Health Records**
  - Band 3 and Band 5
- **Non Health Records**
  - Band 5 x 2

c. Are they responsible for any people management?
- **Health Records**
  - Band 3 - No
  - Band 5 - Yes
- **Non Health Records**
  - Band 5 – No

d. Which department do they sit under in your Trust?
- **Health Records**
  - Records Management
- **Non Health Records**
  - Legal Services

4. Archiving:
   a. How many FTE positions do you have that are responsible for your current or historic archiving?
      1 x 0.60 wte
   b. What band are they?
      Afc Band 2
   c. Which department in your Trust is responsible for your archiving contract?
      Records Management

**Publication Scheme:**

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT’s Publication Scheme is located on its Website at the following link [https://eput.nhs.uk](https://eput.nhs.uk)