

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:
- Investigating data protection incidents
 - Liaising with the ICO
 - Conducting IG audits
 - Ensuring the trust is compliant with IG training
 - 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

- **Non Health Records**
2
- 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>