

Freedom of Information Request

Reference Number: [EPUT.FOI.23.2988](#)
Date Received: [26th of May 2023](#)

Information Requested:

I am currently conducting a benchmarking exercise looking at Subject Access compliance within the NHS to identify any trends that correlate to higher compliance levels and best practice. Please can you provide me with the following information for the 2022/23 financial year?

[Essex Partnership University NHS Foundation Trust Access to Records team process Subject Access Request in relation to Medical Records Only. Please see below response in relation to this below.](#)

1. How Many Subject Access Requests have been received by your organisation? (Please provide only those requests relating to Health and Social records where possible i.e Exclusion of requests for HR information. If this is not possible please provide the total number of all requests).

[2,162](#)

2. Please provide the number of these requests which exceeded the one calendar month timeframe for processing (or those which have exceeded a total of three calendar months where an extension has been issued).

[72 one calendar month and 0 for three calendar months](#)

3. How many of the total requests received were issued an extension.

[72](#)

4. What system(s) is currently used to process / log these requests?

[Microsoft Office/Laserfiche-EDRMS](#)

5. Do you have any software or systems for redaction purposes?

[Yes As above](#)

6. Please provide the Number of staff within the team processing (logging, facilitating and releasing) these requests including the relevant Agenda for Change grades. Please provide WTE and HC. –

[7.4 wte – Band 3](#)

[1 wte – Band 6](#)

7. Please provide the department in which the team processing these requests resides. If multiple teams/ departments process Subject Access Request, please provide details for both.

[Access to Records](#)

8. Are your organisations medical records paper based, electronic or a mixture.

[Mix of paper & electronic.](#)

9. If electronic do you use a single EPR or multiple sources?

[Multiple sources](#)

10. Are staff processing requests provided with a list of systems/ default locations to check in order to obtain the records requested?

Yes

11. Are all records reviewed prior to disclosure? If so who are these reviews conducted by. –

[Scrutiny Team & Responsible Clinician](#)

12. Which roles carry out redaction of records prior to disclosure?

[ATR Handler/Scrutiny Team/Responsible Clinicians](#)

13. Do you issue or make available to data subjects a Subject Access Request, request form? (Including any web based forms).

Yes

14. If you have a procedure or standard operating procedure covering the processing of these requests can you please provide this.

[Access to Health Records Procedure \(attached\)](#)

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>