

## Freedom of Information Request

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Reference Number: [EPUT.FOI.22.2767](#)  
Date Received: [20<sup>th</sup> of December 2022](#)

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### Information Requested:

1. How many SARs (not other types of data protection requests) have been made to the trust in the last 12 months?  
[01/01/2022 – 29/12/2022](#)  
[328](#)
  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 328 subject access requests, we have required an extension from the applicant for 10 of these. As these were complex requests that required additional time to complete, the applicants were kept informed throughout the process.](#)
  3. How many staff are usually contacted to provide data to contribute to the request?  
[We do not keep track of how many staff members are contacted to provide information regarding subject access requests. As each subject access request is unique, this may vary from request to request.](#)
  4. On average how many hours are spent dealing with a SAR?  
[We do not hold this information as we do not record the time staff and the legal team spend working on each subject access request.](#)
  5. Do you have any software to assist with SAR production and if so, which?  
[We do not use a specific software to assist with SAR production.](#)
  6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide  
Name: [Nicola Jones](#)  
Title: [Director of Risk and Compliance](#)  
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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)?  
[Employee SAR's : 65 of the afore mentioned 328](#)  
[Over Deadline: ≤5](#)  
[Please note that the trust's policy is not to provide patient or staff numbers, where the response is less than or equal to five \(≤5\) as it would potentially allow identification of the individual patient/staff and would therefore be personal data. The trust considers that release of that information would breach GDPR/DPA18 principles on the grounds that it would not be fair in all the circumstances. This information is therefore exempt under section 40 of the FOI Act 2000.](#)
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**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>