

Reference Number: FOIAH2425/358
From: Other
Date: 04 October 2024
Subject: Number of SARs from 2022 to date

Q1 Number of Subject Access Requests received:

- a) 1st April 2022- 31st March 2023
- b) 1st April 2023- 31st March 2024
- c) 1st April 2024- to date

A1 a) Information not held - we are unable to provide the data prior to January 2023 due to a re-design of processes and data analysis. During Jan to March 2023 517 requests were received.

- b) 2,419
- c) 1,283

Please note that the above figures cover all requests for data processed by the Access to Health Records Team at Alder Hey which fall under the provisions of the Data Protection Act 2018.

Q2 Percentage that were sent out on time:

- a) 1st April 2022- 31st March 2023
- b) 1st April 2023- 31st March 2024
- c) 1st April 2024- to date

A2 a) Information not held - we are unable to provide the data prior to January 2023 due to a re-design of processes and data analysis. During Jan to March 2023 the Trust achieved 98.26% compliance.

- b) 99.51%
- c) 99.93%. Please note, this figure is up to end of Q2.

Q3 Number of which were sent back for Internal Review:

- a) 1st April 2022- 31st March 2023
- b) 1st April 2023- 31st March 2024
- c) 1st April 2024- to date

A3 a-c) Information not held - internal review process is not part of the provisions of DPA 2018

Q4 Number of which were referred to the ICO:

- a) 1st April 2022- 31st March 2023
- b) 1st April 2023- 31st March 2024
- c) 1st April 2024- to date

- A4
- a) 7
 - b) 3
 - c) 1

Q5 Number of staff that you had in the year to process Subject Access Requests (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

- a) 1st April 2022- 31st March 2023
- b) 1st April 2023- 31st March 2024
- c) 1st April 2024- to date

- A5
- a) SARs are processed by the Access to Health Team which includes 6 WTE (currently a mix of substantive employees with some additional temporary staffing)
 - b) 3.8 WTE budgeted with 3 WTE in post
 - c) 3.8 WTE budgeted with 3 WTE in post