

Our ref: **NIC-42567-D3J7N**

29th March 2010

Dear Ms Griffiths,

Re: Information Request – Freedom of Information Act 2000

I can confirm that the NHS Information Centre for Health and Social Care has considered your query dated the 5th March 2010.

“Please provide the following information regarding your responsibilities under the Data Protection Act (DPA):

1. *How many requests do you get under the DPA each year?*
2. *How do you verify the authenticity of DPA requests?*
3. *Do you conduct regular DPA audits/have an auditing policy?*
4. *Do you maintain data on errors in information covered by the DPA?*

a. If so, please provide data for the past 5 years.”

Thank you for your request; I can confirm that the NHS Information Centre dealt with 42 Subject Access Requests under the Data Protection Act from April 2009 to date.

The NHS IC requests the following documentation to verify the authenticity of DPA requests:

Confirmation of name – Where there has been a change of name we require evidence of the name for which information is being sought e.g. a birth certificate will not be considered as evidence for searches on a married name.

- Full driving licence
- Passport
- Birth certificate
- Marriage certificate
- NHS Information Centre identity badge (for current members of staff)

Confirmation of address

- Utility bill
- Bank statement
- Credit card statement
- Benefit book
- Pension book

I can also confirm that the NHS IC does conduct DPA audits. I can also confirm the NHS IC does not have an auditing policy, although our Legal Compliance Policy details the organisations responsibilities including audits within this area.

Finally I can confirm that we do maintain data on errors in information covered by the DPA. However, we have not yet been asked to correct an error further to a subject access request under the DPA.

I hope that this response meets your request for information. However, if you are not satisfied, you may request a review from a suitably qualified member of staff not involved in the initial query, via the [x@xx](#) e mail address or by post at the above postal address.

I will assume that your request to the organisation is now closed.

Yours sincerely,

Julie Shippen
Higher Information Governance Officer

The re-use of this information for any purpose is subject to the Re-use of Public Sector Information Regulations 2005. Should you wish to re-use this information in any way you must ask us for specific permission relating to that you wish to use. If we agree to such re-use it may be subject to licensing and may involve a fee. Applications for re-use should be submitted to enquiries@ic.nhs.uk. No re-use should take place until you have formally asked for permission and we have informed you of our decision.

Further information about your right to complain under the Freedom of Information Act is available from the Information Commissioner's Office, Wilmslow, Cheshire, and on The Information Commissioner's website www.ico.gov.uk.