

**Corporate Affairs Directorate**  
Freedom of Information Officer  
Old Nurses Home  
Mailpoint 79  
Southampton General Hospital  
Tremona Road  
Southampton  
SO16 6YD

Tel: 023 8120 5079

**To:** M Russ (via email only) [request-636715-7ca9ece2@whatdotheyknow.com]

**Ref:** Freedom of Information Request

**Our Ref:** FOI 6554

**Date:** 2<sup>1st</sup> January 2020

Dear M Russ,

I am writing in response to your email dated 20<sup>th</sup> January 2020 requesting information under the Freedom of Information Act 2000 (FOIA) regarding Information governance staffing.

**Q1** *Please provide the staff structure for the Information Governance/Privacy Team.*

**A1**

**We do not hold a chart as such but the structure is as follows:**

**Head of Data Protection and Disclosure  
Information Governance Officer (FOI Officer)  
Disclosures Team leader  
Disclosures Assistant Team Leader  
Disclosures Team**

**Q2** *Please provide the Job role/title for each member of the team*

**A2** **As above**

**Q3** *Please provide the Key responsibilities/Job Description each member of the team*

**A3**

**Please find attached the job descriptions we hold, however please note that the job descriptions or the team as a whole are all currently under review at present.**

**Q4** *Please include WTE for each role*

**A4**

**Head of Data Protection 1 x WTE  
Information Governance Officer 1 x WTE  
Disclosures Team Leader 1 x WTE  
Assistant Disclosures Team Leader 1 x WTE  
Disclosures Team 1 x WTE, 1 x WTE, 0.8 WTE, 0.8 WTE**

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Q5 *Please provide the Banding for each post*

A5 **Head of Data Protection – Band 8a  
Information Governance Officer – Band 5  
Disclosures Team Leader – Band 4  
Assistant Disclosures Team Leader – Band 3  
Disclosures Team Members – Band 2**

**Please note: These bands are all Agenda for Change NHS bands and the processing team's bands and job descriptions are all under review at present.**

This letter confirms the completion of this request. A log of this request will be held on a database held by the Trust.

With regards,

**Freedom of Information Officer**  
University Hospital Southampton NHS Foundation Trust

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