

Freedom of Information Report **FOI / 9891**

Question (dated:14/12/2019) **Requestor Category: Private company**

- 1) Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use
- 2) A copy of the last 5 DPIAs completed
- 3) A copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media
- 4) A copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years
- 5) A list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

Response – Pennine Acute Hospitals NHS Trust

- 1) Please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

The Patient Health Records Access Team does not send out acknowledgement letters when we receive a request by post.

A standard email acknowledgement is sent for any requests received via email: which states

“Thank you for your email. We acknowledge receipt”

- 2) A copy of the last 5 DPIAs completed

The Trust publishes a log of all DPIA's completed. In line with section 21 of the Freedom of Information Act, please visit the link below to access the information requested

<https://www.pat.nhs.uk/contact-us/data-protection-impact-assessment-dpia-summaries.htm>

3) A copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media

Mandatory training slides attached below:



Information
governance and Heal

4) A copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years

The Trust has carried out an email search on all communications to all staff in the last 5 years. Copies of these comms have been attached below. The emails have been redacted under section 31 of the Freedom of Information Act. The Trust treats all cyber threats seriously and has appropriate systems in place to remove any vulnerability. The Trust applies Section 31(1)(a) of the Act for withholding the details requested due potential increased vulnerability to risk of a cyber-attack.



01.06.2019 - Scam Data Security Breach 28.11.2019 - NCA IG Mobile Phone Poster
Email Phishing Advice Comms - PAT.pdf Mythbuster-Taking PF - NCA branding.pdf

5) A list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

Strategic Sustainable Development Plan (Policy)