

Our ref: AM/jmck/FOI 2019 – 1100

15<sup>th</sup> January 2020

By Email: (request-627656-68d370ff@whatdotheyknow.com)

Dear Mr Knight

## **FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

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Your request for information has now been considered and the information requested is enclosed.

If you are unhappy as to how this request has been handled, you should write to Dr Catherine Weaver, Head of Information Governance, FOI lead for the Trust. You have the right to seek a review within the Trust in the first instance.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries or concerns then please contact Information Governance at the following address:

Southern Health & Social Care Trust  
Ferndale  
Bannvale Site  
10 Moyallen Road  
Gilford  
BT63 5JX

Tel: 028 37561458

Email: [Foi.Team@Southerntrust.hscni.net](mailto:Foi.Team@Southerntrust.hscni.net)

Yours sincerely

(Sent electronically – not signed)

**ALDRINA MAGWOOD**  
**DIRECTOR OF PERFORMANCE & REFORM**

Enc: Response 2019/1100  
SAR acknowledgement letter  
SAR providing information letter  
Data Protection global circular  
Spam Email Circulation global circular

# **SOUTHERN HEALTH & SOCIAL CARE TRUST**

## **FREEDOM OF INFORMATION RESPONSE 2019/1100**

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

*Please find attached Subject Access Request acknowledgement letter and template letter when providing the requester with information.*

**2) A copy of the last 5 dpias completed**

*The information you have requested is exempt from disclosure under Section 41 of the Freedom of Information Act, information provided in confidence. Information is exempt if (a) it was obtained by the public authority from any other person (including another public authority) and (b) disclosure of the information to the public would constitute a breach of confidence actionable by that person. The DPIAs are completed in relation to systems procured from commercial companies. The information contained in the DPIAs will have been provided in confidence by these companies.*

*Section 41 is an absolute exemption and the requirement to consider the public interest in whether to disclose exempt information or not does not arise.*

**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**

*The Southern Trust does not hold the requested information as the Trust mandatory training is hosted by an external company.*

**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 does not hold a central register of all instructions given to staff members to reduce data security breaches over the last 5 years. However, attached are samples of some of the global emails that have been issued to staff within the last year in regards to reducing data security breaches.*

*Data Protection global email  
Spam Email Circulation global email*

**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?**

*Southern Health & Social Care Trust Sustainability Policy*