

Information Governance Office
Maudsley Hospital
Denmark Hill
London
SE5 8AZ

Email: foi@slam.nhs.uk

20th January 2019

Dear Mr Knight,

RE: Your Information Request

Thank you for your request for information received on 16th December 2019 regarding policies under the terms of the Freedom of Information Act (2000).

You requested the following information

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

We do not have a standard acknowledgement and response letter that we use for subject access requests. The Data Protection Office centrally records all subject access requests and forwards the requests to the appropriate health professional/clinical team to provide the requested records and use the enclosed template acknowledgement letters, which they amend accordingly. As regards to response letters, the clinical teams are responsible for providing the records.

2. A copy of the last 5 dpias completed

Please find below the list of Five DPIAs

Viewpoint Service user feedback
MCCAED (CAMHS online referral project)
TRAC recruitment
LEAP data integration
Prescription tracker

We are unable to provide copies of the DPIAs, as they involve the assessment of risk of projects, which contains sensitive proprietary data as well as business sensitive data.

Disclosure would put the Trust at risk of a malicious attack. Disclosure would also compromise the Trust's ability to provide a service should the network system be hacked. The cost of system recovery if the system was to be hacked would also be detrimental to the Trust. If our systems were to be unavailable, this will be detrimental to a service user's health and could increase the risk on safety, security, physical and mental health of patients and staff in such services.

We are therefore unable to provide the information as it is exempt under S38 (1) Health and Safety of the Freedom of Information Act (2000).

However, we are providing the enclosed blank DPIA form, which we use for assessment.

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

Our mandatory Information Governance training is conducted as face-to-face and e learning. The structure of the training is based on NHS Digital data security awareness programme

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.

All staff are required to follow guidelines set out in the enclosed ICT acceptable policy, which outlines use of email, file storage etc. and clinical records policy, which outlines, what information, and how information should be recorded on our health records system.

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?

The current policies in place include:

- Driving at Work Policy
- Transport Policy
- Waste Policy
- Water Policy
- Biodiversity Management Policy
- Energy and Carbon Policy

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If you have any queries about this letter or if you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, please do not hesitate to contact the Information Governance Office via foi@slam.nhs.uk

If you are not content with the outcome of your complaint, you may apply to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by South London and Maudsley NHS Foundation Trust. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Yours sincerely,



Vincent Okonji
Data Protection Co-ordinator