

Improving lives

Name: Daniel Jones
Email: request-378677-c3ff4f2c@whatdotheyknow.com

Oxleas NHS Foundation Trust

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Bracton Lane
Leyton Cross Road
Dartford
Kent
DA2 7AF

Our ref FOI 2590

Date Monday, 16 January 2017

Switchboard: 01322625700
Website: www.oxleas.nhs.uk

Dear Daniel,

FREEDOM OF INFORMATION ACT 2000 – SECTION 8 REQUEST

Thank you for your request for information dated 22/12/2016. Your request has been managed under the terms of the Freedom of Information Act 2000.

Your request & response for information under section 8 of the Act:

[See document below](#)

If you have any queries or concerns or are dissatisfied with the service you have received in relation to your request, please do not hesitate to contact me. If you wish to make request a review of the decision, you should write to the: Information Governance Manager, Julie Lucas via email at julie.lucas@oxleas.nhs.uk in the first instance. If you remain unsatisfied with the outcome of your review and wish to make a formal complaint please address this to the Head of Complaints, Oxleas NHS Foundation Trust, Pinewood House, Pinewood Place, Dartford DA2 7WG - Email: complaints@oxleas.nhs.uk

In addition if you are not satisfied with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone: 08456 30 60 60 or 01625 54 57 45 - www.ico.gov.uk

Kind regards,

Theresa Roberts
Information Governance Officer

Tel: 01322 299 856

oxl-tr.FOI@nhs.net

Web: www.oxleas.nhs.uk

Twitter: @OxleasNHS

Your request & response for information under section 8 of the Act:

I would like to request the following information:-

1. How many Subject Access Requests were received in Q1 2016/2017? = 152
2. How many Subject Access Requests received in Q1 2016/2017 were completed within the 40 day deadline? =142
3. How many Subject Access Requests were received in Q2 2016/2017? = 152
4. How many Subject Access Requests received in Q2 2016/2017 were completed within the 40 day deadline? =148
5. How many Subject Access Requests were received in Q3 2016/2017? = 121
6. How many Subject Access Requests received in Q3 2016/2017 were completed within the 40 day deadline? =114
7. What database or system do you use to log and manage Freedom of Information Requests and Subject Access Requests?
We use an Excel spreadsheet to log and manage FOI and SAR requests.