

Direct dial: (0116) 225 3727

Email: LPT-FOIRequests@leicspart.nhs.uk

Our ref: FOI/1617/SG4784

23 December 2016

Email: request-378446-d4d94e8c@whatdotheyknow.com

Dear Daniel Jones,

Request under Freedom of Information Act 2000 – Ref: FOI/1617/SG4784

Thank you for your request for information under the Freedom of Information Act 2000, which we received on 21 December regarding Subject Access Requests. Please find below our response to your request:

REQUEST: I would like to request the following information:-

1. How many Subject Access Requests were received in Q1 2016/2017?
2. How many Subject Access Requests received in Q1 2016/2017 were completed within the 40 day deadline?
3. How many Subject Access Requests were received in Q2 2016/2017?
4. How many Subject Access Requests received in Q2 2016/2017 were completed within the 40 day deadline?
5. How many Subject Access Requests were received in Q3 2016/2017?
6. How many Subject Access Requests received in Q3 2016/2017 were completed within the 40 day deadline?
7. What database or system do you use to log and manage Freedom of Information Requests and Subject Access Requests?

OUR RESPONSE:

1. 278
2. 249
3. 266
4. 223
5. & 6. We do not hold the information for Q3, as this runs from 01 October to 31 December 2016 and the response dates could be up to 40 days thereafter.
7. Ulysses Safeguard Risk Management System

I trust this response is helpful to you. However, if you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Requests for an internal review should be submitted within two months of the date of receipt of the response to your original request and should be addressed to:

*Mrs. Sam Kirkland, Head of Information Governance, Suite P1,
Bridge Park Plaza, Thurmaston, Leicester LE4 8BL*

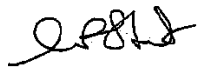
If you remain dissatisfied with the handling of your request, you have a right of appeal to the Information Commissioner at:

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

Phone: 0303 123 1113. Website: www.ico.gov.uk .
There is no charge for making an appeal.

If you require any further assistance, please do not hesitate to contact me. Please remember to quote the reference number above in any communications.

Yours sincerely,



Mary Stait
Information Governance Compliance Manager