

Information Governance Office
Maudsley Hospital
Denmark Hill
London
SE5 8AZ

Email: foi@slam.nhs.uk

29 December 2022

Dear Lisa Donovan,

RE: Freedom of Information Request

Thank you for your request for information received by the Trust on 29 November 2022 regarding SARs data under the terms of the Freedom of Information Act (2000).

You requested the following information:

1. How many SARs (not other types of data protection requests) have been made to the trust in the last 12 months?

In the last 12 months between Nov 21 to Nov 22, a total of 2,277 SARs were received.

2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

Between Nov 21 to Oct 22 there were 300 SAR requests that exceeded a deadline.

3. How many staff are usually contacted to provide data to contribute to the request?

All SARs are received and centrally logged and coordinated by the Trust's Compliance Team which consists of 2 WTE staff. However, the relevant Clinical Teams across the entire Trust are contacted to provide the data in contribution for the completion of each request.

4. On average how many hours are spent dealing with a SAR?

The staff work 37.5 hours a week.

5. Do you have any software to assist with SAR production and if so, which?

The Team use Microsoft O365 to log and process SARs

6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide.

Name: Toyin Kazeem

Title: Interim Head of IG

Direct Email: information.governance@slam.nhs.uk

Direct Phone Number: 020 3228 6000

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there is no specific budget for responding to SARs . They logged, coordinated and processed as mentioned in response to question 3 above. The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other reuse, for example commercial publication, would require the permission of the Trust. This may be done by writing to the Information Governance Office at the above address.

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,

A handwritten signature in black ink, appearing to read 'Antani Blake', with a large, stylized initial 'A'.

Antani Blake
Corporate Information Governance Officer