

**Information Governance**

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**Website:** <https://www.elft.nhs.uk>

24 August 2023

**Our reference: FOI DA4860**

I am responding to your request for information received 28 July 2023. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

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

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**



We promise to work together creatively to: learn  
'what matters' to everyone, achieve a better quality  
of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Interim Chief Executive Officer:** Lorraine Sunduza  
**Chair:** Eileen Taylor

**Request:**

**Question 1: How many Subject access requests have you received from April 2022 - April 2023**

Answer: In the financial year 2022/2023, the Trust received 1738 subject access requests.

**Question 2: How long on average does it take to respond to each request?**

Answer: The Trust has reviewed question 2 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not record average response times as requested and is therefore unable to provide a response.

**Question 3: How many requests are returned to the subject late? (either after 1 calendar month or an extension)**

Answer: In the financial year 2022/23, a total of 261 requests were responded to late. Please note, some cases may relate to requests received prior to April 2022.

**Question 4: Where are the records for the SARs kept? Paper, storage systems? Please be specific.**

Answer: Historical records are held in the form of paper files which are currently held at offsite third-party storage services. Live records are held on electronic clinical systems.

**Question 5: How large is your team which deal with subject access requests?**

Answer: The Trust has reviewed question 5 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here: in Question 6

<https://www.elft.nhs.uk/sites/default/files/2023-06/ANON%20Response%20-%20FOI%20DA4760.pdf>

**Question 6: What data do you typically redact in a SAR response?**

Answer: The Trust has reviewed question 6 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and*



*(b) if that is the case, to have that information communicated to them.*  
East London NHS Foundation Trust does not record the information requested and is therefore unable to provide a response.

**Question 6.1: How long does it take you to redact an average response?**

Answer: The Trust has reviewed question 6.1 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not record the information requested and is therefore unable to provide a response.

**Question 7: How many employee SARs have you received (April 2022-23) and how many were responded to late?**

Answer: The Trust received 30 SARs from staff in the financial year 2022/2023. Five requests were responded to late. Please note, some cases may relate to requests received prior to April 2022.

**Question 8: Who holds the budget for this issue within your organisation?**

Answer: The Trust has reviewed question 8 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here: in Question 6

<https://www.elft.nhs.uk/sites/default/files/2023-06/ANON%20Response%20-%20FOI%20DA4760.pdf>

**Question 9: What is the estimated cost to the business per SAR? (employee and end user)**

Answer: The Trust has reviewed question 9 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here: in Question 6

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