



East London

NHS Foundation Trust

Information Governance

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London

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

1st January 2026

Our reference: FOI DA6385

I am responding to your request for information received 8th December 2025. 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,

FOI Team

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

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



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'what matters' to everyone, achieve a better quality
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Chair: Eileen Taylor

Question 1: A copy of your Trusts SAR Policy and Information Sharing Policy

Answer: Please see appendix 1

Question 2: Copies of SOPs or documents used for training and guidance to your SAR staff (or the staff that processes SARs on behalf of the Trust) e.g. reviewing for third party material, recognising a SAR etc.

Answer: Please see appendix 2

Question 3: The number of WTE employed in your SAR teams, including A4C banding

Answer: 5.5 WTE employed within the central ELFT SARs team. Please note this is only for the centralised part of the Access to Records process and the remainder is otherwise devolved to the boroughs.

The Trust has reviewed question 3 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 40 for the FOI Act states:

(2) This exemption covers the personal data of third parties (anyone other than the requester) where complying with the request would breach any of the principles in the UK GDPR.

The banding information you have requested has the potential for individuals to be identified. The Trust is therefore unable to provide such information.

Question 4: The structure for SAR team

Answer: One SARs Coordinator and 4.5 WTE Information Rights Officers

Question 5: Compliance rate for the following calendar years: 22, 23, 24, 25 (thus far)

Answer: 2022 – 46% Compliance
2023 – 37% Compliance
2024 – 45% Compliance
2025 (to 30th November) – 77 % Compliance



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