

Date: Wednesday, 26th October 2022  
Our Ref: MB/CM FOI 5408

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Liverpool L9 7BB  
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**Re: Freedom of Information Request FOI 5408**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 26th October 2022.

Your request was as follows:

1. How many SARs have been made to the council in the last 12 months?

The Walton Centre NHS Foundation Trust has received and completed 1364 Subject Access Requests over the last 12 months.

2. How many SAR requests have gone over the allocated calendar month for responding?

0

3. How many staff deal with responses?

The WCFT have 3 members of staff working within the subject access department, 1 full-time and 2 part time.

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

The average time to process a SAR is 1-2 hours. (This time scale is based on receiving the initial request, logging onto our electronic data base, retrieving notes, scanning and copying and then sending for consultant consent.)

5. Do you have any software to assist with SAR production?

The WCFT uses an in house developed system for SAR.

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

Name:

Title:

Direct Email:

Direct Phone Number:

Information Governance Manager - The Walton Centre NHS Foundation Trust does not disclose individual staff members contact details. You can write to staff using the address above or alternatively email [wcf.enquiries@nhs.net](mailto:wcf.enquiries@nhs.net) asking for your correspondence to be forwarded on.

Please see our response above in [blue](#).

#### **Re-Use of Public Sector Information**

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at [www.opsi.gov.uk](http://www.opsi.gov.uk) where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at [www.opsi.gov.uk/advice/psi-regulations/index.htm](http://www.opsi.gov.uk/advice/psi-regulations/index.htm)

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

**Please remember to quote the reference number, FOI 5408 in any future communications.**

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**