

Our reference: /FOI D9482

4th January 2020

Joebloggs@email

Joe Bloggs

Dear Joe,

RE: FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST - REF: D9482

Please find our Trust's response in relation to your request for information under the Freedom of Information Act.

1) What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?

karen.dowling@gmmh.nhs.uk

2) What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.

Since 1 June 2018 we have received 2127 requests and 1930 were responded to within the time limit = 90.7%

3) On average how many SAR/DPA requests does your authority receive in a month?

Based on receipts for the 13 months to 31 October 2019 the Trust received 1464 requests which averages at 113 per month.

4) How many SAR officers are employed by your organisation who work on Subject Access Requests?

We have 8 staff members across the organisation who undertake the role of SAR Officer. This is in addition to performing other duties.

5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?

sar@gmmh.nhs.uk

The Trust is committed to safeguarding children, young people and vulnerable adults and requires all staff and volunteers to share this commitment.

Greater Manchester Mental Health NHS Foundation Trust, The Curve, Bury New Road, Prestwich, Manchester M25 3BL Tel: 0161 773 9121.



6) How many overdue Subject Access Requests do you currently have?

We currently have six overdue requests.

I hope the information provided above is to your satisfaction. If you are unhappy with the way, the Trust has handled your request you may request an internal review.

If you require an internal review please write to Sarah McDonald, Head of IM&T Service Delivery, at the address above, who will arrange a review of your case.

If you are not happy with the outcome of the internal review you have the right to apply directly to the Information Commissioner: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

The FOI Team
Freedom of Information Department
Greater Manchester MH NHS Foundation Trust

Please note:

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 re-use, for example commercial publication and subscription charge, would require the permission of the copyright holder. In accordance with the Re-Use of Public Sector Information Regulations 2015, information provided to you may not be used for commercial publication, subscription charge or sold on to a third party.

For any named personnel provided in this Freedom of Information response, they do not wish to receive direct marketing, to do so would contravene GDPR and the Data Protection Act 2018.

The Trust is committed to safeguarding children, young people and vulnerable adults and requires all staff and volunteers to share this commitment.

Greater Manchester Mental Health NHS Foundation Trust, The Curve, Bury New Road, Prestwich, Manchester M25 3BL Tel: 0161 773 9121.

