

Information Governance

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5 September 2017
Reference no. 17180148

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 4 August, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

- [Copy of your information governance structure with bandings](#)
- [Copy of your information governance SLA, or equivalent](#)
- [Policy for managing SAR and FOI](#)
- [Completion of the attached table](#)

Response:

1. The Trust has a Head of Information Governance, 1 wte with .5 band 7 support.
2. The Trust does have a n IG SLA.
3. The Trust Integrated Information Governance Policy is attached to the email accompanying this response.
- 4.

15/16 q1 249

15/16 q2 182

15/16 q3 201

15/16 q4	185
16/17 q1	239
16/17 q2	198
16/17 q3	177
16/17 q4	227
17/18 q1	212

All bar one in 15/16 were processed in accordance with the Data Protection Act.

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, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

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

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance