

Request under Freedom of Information Act 2000

**Request Ref: NGFOI 19/20: 188**

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 04/07/2019.

I am pleased to be able to provide you with the following information:

- *How many staff members are employed at your trust?*

**5,150**

- *Can you provide us with the name of the department, job titles, pay band and job descriptions for the staff members that process SARS.*

**Department: Data Quality, Security and Protection**

**Job titles and pay bands: Access Assistant (Band 2), Access Clerk (Band 3), Access Supervisor (Band 4)**

**Job descriptions: The job descriptions for these roles are currently under review and are not available at the present time.**

- *How many staff members are currently employed to process SARS?*  
**Six, and one Office Supervisor**
- *Have you had to employ more staff members since the introduction of the GDPR on 25/05/18? If yes how many?*  
**Yes, two**
- *Do you employ staff to redact records? If yes how many are employed, what is their pay band? Please provide a copy of the job description.*  
**Yes, six (as above). Depending on the complexity of the redacting task, this would be a Band 2 or Band 3 task. There is no specific job description for redaction, as this is part of team members' full access role. This section of the job description would say "to redact third party information in line with the Data Protection Act (2018)".**
- *How many SAR requests did you process per month between 01/04/2017 and 31/03/2018, and how many of those breached the 40 day time limit?*

1 April 2017 - 31 March 2018				
	All Requests**	All Requests**	Requested By Pts Or Their Relatives	
Month	Total Number	Breached	Total Number	Breached
April 2017	315	*	35	*
May 2017	310	*	32	*
June 2017	315	*	32	*
July 2017	187	*	36	*
August 2017	289	*	31	*
September 2017	240	*	26	*

October 2017	265	*	24	*
November 2017	254	*	34	*
December 2017	202	*	20	*
January 2018	232	*	24	*
February 2018	214	*	32	*
March 2018	247	*	22	*
Totals	3070	*	348	*

**\*I can confirm on behalf of the Trust and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not hold the information that you have requested.**

- How many SAR requests did you process per month between 01/04/2018 and 24/05/2018, and how many of those breached the 40 day time limit?

1 April 2018 – 24 May 2018				
	All Requests**	All Requests**	Requested By Pts Or Their Relatives	
Month	Total Number	Breached	Total Number	Breached
April 2018	234	30	22	*
May 2018	221	30	32	*
Totals	455	60	54	*

**\*I can confirm on behalf of the Trust and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not hold the information that you have requested.**

- How many SAR requests did you process per month between 25/05/2018 and 31/03/2019, and how many of those breached the 30 day time limit?

25 May 2018 - 31 March 2019				
	All Requests**	All Requests**	Requested By Pts Or Their Relatives	
Month	Total Number	Breached	Total Number	Breached
May 2018	47	6	44	*
June 2018	264	71	71	*
July 2018	278	68	57	*
August 2018	233	79	50	39
September 2018	269	88	70	52
October 2018	194	94	67	49
November 2018	306	98	54	16
December 2018	191	62	41	22
January 2019	273	35	68	7
February 2019	287	29	72	8
March 2019	282	43	59	8
Totals	2624	673	653	*

**\*I can confirm on behalf of the Trust and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not hold the information that you have requested.**

- *Have you seen an increase in the number of patient applications for copies of medical records? If yes what %?*

**Yes.**

**Based on the mean average per month for the period from 1 January 2018 to 31 May 2018, compared to the period from 1 June 2018 to 31 December 2018 there is an increase in excess of 50%.**

**\*\* Please note that “All Requests” means requests from different types of requestor asking for copies of medical records or for information from the medical record of an individual, identifiable patient. The requestor types include; patients and their relatives, Police, solicitors and insurance companies, Government bodies (e.g. Courts, Coroner, GMC, Ombudsman, Veteran Agency, continuance of health care requests, other hospitals and GPs).**