

Date: Monday, 05th August 2019  
Our Ref: MB/KF FOI 3967

Sid Watkins Building  
Lower Lane  
Fazakerley  
Liverpool L9 7BB  
Tel: 01515253611  
Fax: 01515295500  
Direct Line: 01515563037

**Re: Freedom of Information Request FOI 3967**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 01st August 2019.

Your request was as follows:

1. How many (a) medical staff and (b) non-medical staff were disciplined in the last two calendar years (2017 and 2018) for improper/illegal or inappropriate use of patient records?

**1 Non-Medical Staff**

2. Please provide for the five most recent incidents a brief description, which should include

(i) the nature of the offence or breach of Trust policy (e.g. looked at health records of neighbour/celebrity/family member without professional purpose)

*The Trust can confirm we have had one incident occur which involved a staff member looking at health records belonging to a colleagues son.*

(ii) the person's job title (e.g. nurse, admin staff, physio, consultant)

**Admin Staff**

(iii) how the matter was resolved, i.e. written warning, sacked etc.

*This was proceeding towards a disciplinary hearing but the individual resigned before the hearing date.*

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 3967 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**