

Date: Wednesday, 24th March 2021
Our Ref: MB/SS FOI 4650

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Re: Freedom of Information Request FOI 4650

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 10th March 2021.

Your request was as follows:

1. Is your DPO a Walton Centre employee? Yes or No
[No.](#)

2. If no, who do you outsource your DPO service to?
[Mersey Internal Audit Agency.](#)

3. What are the tasks performed by the IG function?
[Key Tasks are \(but not limited to\):](#)

- [The promotion of information security/governance throughout the Trust](#)
- [The write and disseminate information Governance/ security related policies and procedures](#)
- [To assist & support the Caldicott Guardian and SIRO in their role of ensuring that NHS and partner organisations satisfy the highest practical standards for handling patient-identifiable information.](#)
- [Review, report and investigate Information governance /security incidents their cause and future prevention.](#)
- [Co-ordination and review of data protection impact assessments for new systems or where significant changes are introduced to an existing system and escalate to the appropriate group for approval.](#)
- [To ensure the Trust meets the targets set for the annual Data Security and Protection Toolkit Submission.](#)
- [To review and update Trust policies in respect of Information Governance/Security to the appropriate group for ratification.](#)
- [Provide regular Information Governance training and guidance to all staff regarding their individual responsibilities for the maintenance of confidentiality, data protection, and information security management and information quality.](#)
- [Process all Freedom of Information requests and provide regular FOI performance reports](#)
- [Provide guidance and updates on changes in legislation to all concerned parties.](#)
- [Be the first point of contact for all Information Governance and Data Protection enquiries.](#)

4. What are the tasks performed by the DPO function?

[The DPO is responsible for providing the Trust with independent risk-based advice to support its decision-making in the appropriateness of processing 'personal and Special Categories of Data' as laid down in the General Data Protection Regulation \(GDPR\) and any superseding Data Protection regulations. The DPO is required to provide advice and guidance on all data protection legislation queries to staff, patients and the Board. The DPO is responsible for providing regular updates to the Board.](#)

5. Do you have a separate IG department?



Yes.

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 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

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 4650 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