

Date: Thursday, 08th December 2022  
Our Ref: MB/SH FOI 5438

Sid Watkins Building  
Lower Lane  
Fazakerley  
Liverpool L9 7BB  
Tel: 01515253611  
Fax: 01515295500  
Direct Line: 01515563038

**Re: Freedom of Information Request FOI 5438**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 15th November 2022.

Your request was as follows:

1) Which software, if any, does the Trust use to process the following information requests:

a) FOI requests

b) EIR requests

c) DSAR requests

d) Complaints

e) Compliments

f) The processing or management of Safeguarding cases

a) FOI requests - In house developed system

b) EIR requests - In house developed system

c) DSAR requests - In house developed system

d) Complaints - Datix

e) Compliments - Datix

f) The processing or management of Safeguarding cases - Datix, spreadsheets and word documents.

2) Who provides this software?

Specialist Computer Systems are the supplier of Datix.

3) What does it cost the Trust annually?

Datix costs the trust £16,180 per annum (costs for 22/23).

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 5438 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**