

Date: Wednesday, 24th April 2024  
Our Ref: MB/SH FOI 6286

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

**Re: Freedom of Information Request FOI 6286**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 19th April 2024.

Your request was as follows:

Please can I submit a FOI on your Access to Health Records Teams for SARs.

1.  How many staff do you have doing the role

The Walton Centre NHS Foundation Trust (WCFT) have 3 part time staff equivalent to 1.8 WTE.

2.  Are they full or part time (how many of each)

Please see response for Q1.

3.  What band are they pay wise

Band 3 pay

4.  Do you do any over time to process SARs

The WCFT ensure Subject Access Requests are processed within the standard working hours, therefore overtime is not used.

5.  How many SARS have you received in tax years (1st April to 31st March) 2021-2022 2022-2023 2023-2024

The WCFT have received the following amount of requests -

2021/2022 - 1281

2022/2023 - 1326

2023/2024 - 1622

6.  How many SARs have you received so far since 1st April 2024 to 18th April 2024

The WCFT have received 104 requests between 1st April 2024 - 18th April 2024.

7.  How many breeches for questions 5 + 6.

I can confirm that no requests exceeded the one calendar month timeframe for processing.

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 6286 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 by:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Online: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Telephone: 0303 123 1113

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**