



Ref: FOIA Reference 2024/25-055

Date: 13<sup>th</sup> May 2024

Dear Sir/ Madam

I am writing to acknowledge receipt of your email dated 19th April 2024 requesting information under the Freedom of Information Act (2000) regarding SARs

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore, the response below is for the two sites combined from that date where appropriate.

**Q1 Please can I submit a FoI on your Access to Health Records Teams for SARs.**

**How many staff do you have doing the role**

A1 Four

**Q2 Are they full or part time (how many of each)**

A2 See below:  
1x Full time  
3x Part time

**Q3 What band are they pay wise.**

A3 Band 4

**Q4 Do you do any over time to process SARs**

A4 No

**Q5 How many SARS have you received in tax years (1st April to 31st March) 2021-2022  
2022-2023 2023-2024**

A5 See below:  
2021-2022 = 4,231  
2022-2023= 4,532  
2023-2024= 4,487

**Q6 How many SARs have you received so far since 1st April 2024 to 18th April 2024**

A6 299

**Q7 How many breeches for questions 5 + 6.**

A7 Four in 2023/24

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

Yours,





University Hospitals  
of North Midlands  
NHS Trust

**Rachel Montinaro**  
Data Security and Protection Manager - Records

