FOI 3343

Dear Requester,

Thank you for your Freedom of Information request. Please note, this is a cross-site response for Bedford site and Luton site.

You asked:

**Please can I request the following FOI on behalf of Jym Bates, Data Protection officer.**

1. Number of Subject Access Requests received.
2. Percentage that were sent out on time.
3. Number of which were sent back for internal review
4. Number of which were referred to the ICO.
5. Number of staff that you had in the year to process Subject Access requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

**Please can this be broken down into the following years.**

1. 1st April 2022 – 31st March 2023
2. 1st April 2023 – 31st March 2024
3. 1st April 2024 – to date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Number of Subject Access Requests received. | Percentage that were sent out on time. | Number of which were sent back for internal review | **Number of which were referred to the ICO.** | Number of staff that you had in the year to process Subject Access requests. |
| 1st April 22 – 31st March 23 | 3219 | 72% | Not recorded | Not recorded | 2 WTE – Luton2 WTE – Bedford  |
| 1st April 23 – 31st March 24 | 4665 | 71% | Not recorded  | Not recorded  |  2 WTE – Luton2 WTE – Bedford  |
| 1st April 24 – to 30th September 24 | 2161 | 81% | Not recorded  | Not recorded  |  2 WTE – Luton2 WTE – Bedford  |

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 Please note that the Trust has a formal internal review and complaints process which is managed by the Information Governance Manager/Data Protection Officer. Should you have any concerns with our response, you can make a formal request for an internal review. Requests for internal review should be submitted within three months of the date of receipt of the response to your original letter, and should be addressed to: dataprotectionofficer@ldh.nhs.uk. This option is available to you for up to three calendar months from the date your response was issued.

If you are not satisfied with the Trust review under the Freedom of Information Act 2000 you may apply directly to the Information Commissioners Officer (ICO) for a review of your appeal decision. The ICO can be contacted at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk

 Yours sincerely,

 *FOI Officer*

 Bedfordshire Hospitals NHS Foundation Trust