

Ref. No: 0871
Date: 19/04/24
Subject: Subject Access Requests

REQUEST

Please can I submit a Freedom of Information request with regards to your Access to Health Records Teams for Subject Access Requests (SARs).

1. How many staff do you have doing the role?
2. Are they full or part time (how many of each)?
3. What band are they pay wise?
4. Do you do any overtime to process SARs?
5. How many SARS have you received in the following tax years (1st April to 31st March): 2021/22, 2022/23, and 2023/24?
6. How many SARs have you received so far since 1st April 2024 to 18th April 2024?
7. How many breaches for questions 5 + 6?

RESPONSE

St Helens and Knowsley Teaching Hospitals NHS Trust and Southport and Ormskirk Hospital NHS Trust became a single legal entity known as Mersey and West Lancashire Teaching Hospitals NHS Trust on 1st July 2023, as such parts of the response may be provided in two sections relating to the hospital sites of each of the legacy organisations.

1. How many staff do you have doing the role?

St Helens and Knowsley:

Legal Services Manager / Access to Health Records Lead (1x Band 6)
Access to Health Records Officer (3x Band 3)

Southport and Ormskirk:

Access to Health Records Clerks (3x Band 3)

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

St Helens and Knowsley:

4 WTE

Southport and Ormskirk:

2.2 WTE

3. What band are they pay wise?

Please see response to question 1.

4. Do you do any overtime to process SARs?

No

5. How many SARS have you received in the following tax years (1st April to 31st March): 2021/22, 2022/23, and 2023/24?

St Helens and Knowsley:

3,246 (2021/22)

3,541 (2022/23)

3,651 (2023/24)

Southport and Ormskirk:

1,425 (2021/22)

1,480 (2022/23)

1,359 (2023/24)

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

St Helens and Knowsley:

185

Southport and Ormskirk:

81

7. How many breaches for questions 5 + 6?

St Helens and Knowsley:

29 (2021/22)

79 (2022/23)

3 (2023/24)

6 (2024/25)

Southport and Ormskirk:

638 (2021/22)

628 (2022/23)

629 (2023/24)

0 (2024/25)