

Freedom of Information Act Disclosure log - Reply Extract

File reference	W22FOI162
Key words	SAR Process
Date of release	22 nd July 2022
Attachments	No

You asked

I am looking for some information regarding the SAR (Subject Access Request) procedures to see how other organisations operate. The questions are as below:

1. Approximately (or in average) how many clinical SAR requests your Trust receives per year?

Approximately 3,000 per year

2. Does all clinical SAR requests go through the Clinical approval process (or SHT authorisation) before disclosure?

No

If yes, no more question

If no, please could we have the following details?

3. If not, which requests are usually sent for the clinical approval/ SHT authorisation? (e.g. patient with safeguarding issue / MH etc.)

Patients with Safeguarding/Mental Health issues/police requests.

4. Does the SAR officer identify the criteria of the client's clinical approval at the screening status from the system

Identifies the need for clinical approval at the beginning of the disclosure process.

5. How do SAR officer screen the patient's status (e.g. alert at the system, or the front page etc.)

Information in the health record or in SAR document.

Legal notes

University Hospitals Plymouth NHS Trust is confirming in accordance with section 1 (a) of the Act that it holds the information requested and is supplying it in accordance with section 1(b) unless otherwise specified.

Attachments included: No