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King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

20th January 2025

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

[REDACTED]

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference: FOI & SAR requests

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below. Please accept our sincere apologies for the delay.

Home, Community, Hospital.

| FOI Request / Question | Question Response | Is there an exemption? | Exemption | Exemption Details |
|---|---|------------------------|-----------|-------------------|
| 1. Number of Freedom of Information requests received. 2022/23, 2023/24 and 2024-04.10.2024 | 2022/23 – 718 2023/24 – 863 2024/04.10.2024 – 391 | | | |
| 2. Percentage that were sent out on time. 2022/23, 2023/24 and 2024-04.10.2024 | 2022/23 – 58% 2023/24 – 48% 2024/04.10.2024 -37% | | | |
| 3. Number of which were sent back for internal review 2022/23, 2023/24 and 2024-04.10.2024 | 2022/23 – 1 2023/24 – 1 2024/04.10.24 – 1 | | | |
| 4. Number of which were referred to the ICO. 2022/23, 2023/24 and 2024-04.10.2024 | 2022/23 – 0 2023/24 – 1 2024/04.10.24 – 0 | | | |
| 5. Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post) 2022/23, 2023/24 and 2024-04.10.2024 | We do not have a dedicated FOI Staff/Team, this work is picked up by the information governance team. | | | |
| 6. Number of SAR requests received. 2022/23, 2023/24 and 2024-04.10.2024 | 2022-2023 – 3189 – inc staff SARs 2023-2024 - 3725 – inc staff SARs April - Sept 2024 – 2943 inc staff SARs | | | |
| 7. Percentage that were sent out on time. 2022/23, 2023/24 and 2024-04.10.202 | Access SARS 2022-2023 – 1 breached out of 3172 = 99.9% 2023-2024 – 3 breached out of 3684 = 99.9% | | | |

| | | | | |
|--|--|--|--|--|
| | Apr to Sept 24 – 62 breached out of 2543 - 97.5% | | | |
| | IG SARS 2022-2023 – 3 breached out of 17 - 82.3% 2023-2024 – 12 breached out of 41 - 70.7% Apr - Sept 24 – 4 breached out of 33 - 87.8% | | | |
| 8. Number of which were sent back for internal review 2022/23, 2023/24 and 2024-04.10.2024 | None for SARS | | | |
| 9. Number of which were referred to the ICO. 2022/23, 2023/24 and 2024-04.10.2024 | None for SARS | | | |
| 10. 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) 2022/23, 2023/24 and 2024-04.10.2024 | a) 1st April 2022 31st March 2023 – 2.5 WTE b) 1st April 2023 31st March 2024 – 2.5 WTE c) 1st April 2024 to date – 3.5 WTE | | | |

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, 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: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.