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Nottinghamshire
NG17 4JL

09 Oct, 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: Staff SAR data

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.

Home, Community, Hospital.

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. Please provide a copy of your internal policy or guidance that defines the criteria used to delegate or assign Subject Access Requests (SARs) that only involve routine HR data (e.g., personnel files, payslips) for investigation and final disclosure.	The Trust does not have a specific policy or guidance.			
2. Please describe the formal criteria or guidance used to classify a SAR as a complex, involving complex HR data requiring a full data audit (e.g., a mailbox search), and which specific job role is responsible for making that final determination.	ICO guidance.			
3. Please describe the formal process used to obtain senior management approval (e.g., Head of People or equivalent) before proceeding with a data audit on a member of staff's email or Teams account for the purpose of responding to a SAR.	Approval sought from CEO or Director of People			
4. For SARs requiring the audit of large data volumes (e.g., those requiring data transfer from NHS England), please describe the procedure for securely handling the resulting data file, including which department (e.g., ICT, DPO) is responsible for the download and storage prior to the audit.	IG department undertake this process			
5. Please describe the communication method or system used by the team that issues the final disclosure (e.g., HR)	Corestream			

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Home, Community, Hospital.

Patient Experience Team

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Acting Chair Graham Ward

Acting Chief Executive David Selwyn

to formally notify the DPO that a SAR has been closed, to ensure the DPO can update the central compliance register.				
<p>6. For the last financial year (e.g., 2024/25), please provide the following statistics:</p> <p>a) The total number of Subject Access Requests (SARs) received.</p> <p>b) The number of SARs that were identified as simple HR-only requests (or your equivalent delegated category).</p> <p>c) The average number of calendar days taken to complete those simple HR-only SARs.</p> <p>d) The number of SARs that were received that were identified as complex HR requests (or your equivalent delegated category).</p> <p>e) The average number of calendar days taken to complete those complex HR-only SARs.</p>	<p>a. total 44</p> <p>b. routine 28</p> <p>c. calendar days approx 1 month</p> <p>d. complex 16</p> <p>e. calendar days approx 1-3 months</p>			

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.