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21st July 2026

[REDACTED]

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference:
Governance and oversight of information

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 some of the information you have requested. A response to each part of your request is provided below. Please accept our apologies for the delay.

Home, Community, Hospital.

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1) Has the Trust completed an audit or survey of locally developed or maintained information tools used within clinical or operational services in the last three years? • If so, please provide the date of the most recent audit and a summary of its scope and principal findings. If no such audit has been completed, please confirm this.		Yes	Section 12	Section 12 of the Act allows the Trust to refuse to deal with any requests where we estimate that responding to the request would exceed the cost limit. We have identified the questions will exceed the cost limit. For public authorities the cost limit is £450 (18 hours). If responding to one part of a request would exceed the cost limit, we do not have to provide a response to any other parts of the request. Therefore, the estimated cost of processing your request is £825.00. This charge has been calculated in accordance with section 13 of the Freedom of Information Act 2000 and the Freedom of Information Fees Regulations. In order to locate this information, we would need to manually review the Trusts reporting systems and data additionally some of the data may not be available but the work would need to be completed to identify this. We have estimated that the cost of satisfying your request will be £825.00 (33 hours x £25 per hour).
2) Does the Trust's Board Assurance Framework or Corporate Risk Register currently include a risk entry relating to the use of clinical or operational information held outside the Trust's formally managed IT systems? • If so, please provide the risk detail in full. If no such risk entry exists, please confirm this.				
3) How many incidents (e.g. Serious Incidents, Patient Safety Incidents, data breaches, or formal complaints) in the last three years had a root cause or contributing factor related to the accuracy, availability, security, or governance of information held outside the Trust's formally managed IT systems? • If the Trust does not categorise or record incidents in a way that would allow this question				

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Home, Community, Hospital.

to be answered without a manual review of individual records, just confirm this rather than attempting the search.				Under section 16 of the Act we are obliged to advise you to refine your request to narrow the scope in order to bring it within the appropriate limit. Can we suggest that the timescales are reduced, for example, to a calendar month alternatively you may wish to amend the questions and provide additional specific detail as to what you require to know as currently there is a degree of interpretation open that adds to the amount of work required.
4) Which role(s) within the Trust has designated responsibility for the oversight and governance of information tools used within clinical or operational services that sit outside the Trust's formally managed IT systems? • Please provide the job title and directorate. If no role has designated responsibility, please confirm this. If disclosing the job title would identify a specific individual, please provide the directorate and pay band instead.				If you are unable to reduce the scope of the request the Trust will be unable to continue processing your request until the fee is paid. If you wish to proceed with this request the fee will need to be paid within three calendar months. If the fee is not received by this date, I shall take it that you do not wish to pursue this request and will consider the request closed.
5) Has the Trust issued a current policy or guidance to staff regarding the creation, use, and governance of locally developed information tools used within clinical or operational services as defined above? • If so, please provide a copy or a link to the published version. If no such policy exists, please confirm this.				

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.