



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Date:

Email

Dear,

Tel: 0300 123 0999
www.secamb.nhs.uk

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 240508.

You requested the following information, please also see our response below:

1) The organisational chart for your Information Governance Team and the banding of each role

We do not currently hold an organisation chart for the Information Governance Team. This portfolio sits under the Chief Executive Directorate.

Please find further information below which meets the request criteria.

Head of Information Governance / DPO – Band 8b substantive position

Information Governance Manager – Band 6 substantive position

Senior Information Governance Officer – Band 6 short term contract

Freedom of Information Co Ordinator – Band 4 substantive position

2) Can you confirm which role within your organisation deals with Subject Access Requests and Freedom of Information requests

Data Subject Access requests are processed by the following portfolios:

1. Patient Experience Team – Requests received from patient(s) / representative(s).
2. Legal Services Department – Police, Claims, Coroner and Solicitor requests
3. HR Department – Staff related requests.

The Information Governance portfolio deals with Freedom of Information requests. These are managed by the Freedom of Information Co Ordinator.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**