



South East Coast Ambulance Service NHS
Foundation Trust
Nexus House
Gatwick Road
Crawley
RH10 9BG

Date 7th December 2018

Email:

Email:foi@secamb.nhs.uk

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/18/11/17.

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

1. How many Subject Access Requests (SAR) were received from 1st April 2016 to 31st March 2017?

From 1st April 2016 – 31st March 2017 the number of recorded requests were 167.

SARs are dealt with across 3 different departments, please note that prior to April 2017 we have no recorded information for SARs received in to our legal department

2. How many Subject Access Requests (SAR) were received from 1st April 2017 to 31st March 2018?

From 1st April 2017 – 31st March 2018 the number of recorded requests were 547

3. How many Freedom of Information requests were received from 1st April 2016 to 31st March 2017?

We received 507 requests from 1st April 2016 – 31st March 2017 (inclusive)

4. How many Freedom of Information requests were received from 1st April 2017 to 31st March 2018?

We received 443 requests from 1st April 2017 – 31st March 2018 (inclusive)

5. What database or systems do you use to log and manage Freedom of Information Requests and Subject Access Requests?

We use Datix to log all FOI requests and an excel spreadsheet to manage them day to day.

SARs for Patient Experience Team are logged on Datix

SARs for Legal and HR are logged and managed via an excel spreadsheet

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, Information Governance Lead via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

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