



Trust Headquarters
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West Sussex
RH10 9BG

Tel: 0300 123 0999
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Date

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/12/18.

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

1) please can you send me a copy of the current subject access request acknowledgment AND response letter that you use

Subject Access Requests are dealt with by 3 different departments:-

- Legal - please find attached response letter, there is no standard acknowledgement letter.
- Patient Experience Team (PET) - please find attached copy of acknowledgement letter. Each response is different so there is no standard reply
- HR - Please find attached copy of acknowledgement and response letter

2) a copy of the last 5 dpias completed

Please find attached a blank copy of our DPIA template which is in line with ICO guidelines

3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media

We have a bespoke information governance training package online which has been developed in house and is therefore exempt under section 43

4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years

As above the same caveats apply and is therefore exempt under Section 42

5) a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?

None

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