

Ref: FOI/GS/ID 7521

Please reply to:
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12 July 2022

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to SAR (Subject Access Request) procedures.

You asked:

- 1. Approximately (or in average) how many clinical SAR requests your Trust receives per year?*
- 2. Does all clinical SAR requests go through the Clinical approval process (or SHT authorisation) before disclosure?*

If yes, no more question

If no, please could we have the following details?

- 3. If not, which requests are usually sent for the clinical approval/ SHT authorisation? (e.g. patient with safeguarding issue / MH etc.)*
- 4. Does the SAR officer identify the criteria of the client's clinical approval at the screening status from the system*
- 5. How do SAR officers screen the patient's status (e.g. alert at the system, or the front page etc.)*

Trust response:

1. Approximately 280 SAR requests are received per year from other NHS Trusts and GPs.
2. No, to enable SAR to respond efficiently and within 30 days, it has been agreed that Clinician's authority for release copies of healthcare records will be waived unless there is a reason to be excluded from this waiver.
3. Clinician's wishing to be excluded from the waiver will be asked to validate each patient's healthcare record requested (under their care) within 5 working days.
4. Yes
5. Alert on the Trust PAS system.