



**East London**  
NHS Foundation Trust  
**Information Governance**  
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**Website:** <https://www.elft.nhs.uk>

22 November 2024

**Our reference: FOI DA5625**

I am responding to your request for information received 4 October 2024. I am sorry for the delay in responding to your request. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Chief Executive Officer:** Lorraine Sunduza  
**Chair:** Eileen Taylor

**Request:** Please can this be broken down into the following years.

- a) 1st April 2022 – 31st March 2023
- b) 1st April 2023 – 31st March 2024
- c) 1st April 2024 – to date

**Question 1:** Number of Subject Access Requests (SARS) received.

**Answer:** Please see table below:

Date	Number of SARS Received
1st April 2022 – 31st March 2023	1758
1st April 2023 – 31st March 2024	1731
1st April 2024 – to date 12 November 2024	1091

**Question 2:** Percentage that were sent out on time.

**Answer:** Please see table below:

Date	Percentage of SARS sent on time
1st April 2022 – 31st March 2023	82.99%
1st April 2023 – 31st March 2024	77.82%
1st April 2024 – to date 12 November 2024	69.02%

**Question 3:** Number of which were sent back for internal review.

**Answer:** Please see table below:

Date	Number of SARS sent for internal review
1st April 2022 – 31st March 2023	0
1st April 2023 – 31st March 2024	0
1st April 2024 – to date 12 November 2024	0

**Question 4:** Number of which were referred to the ICO.

**Answer:** Please see table below:

Date	Number of SARS referred to ICO
1st April 2022 – 31st March 2023	6
1st April 2023 – 31st March 2024	5
1st April 2024 – to date 12 November 2024	3



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**Question 5: Number of staff that you had in the year to process Subject Access requests. (If this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)**

**Answer:** The Trust has reviewed question 5 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:  
*Any person making a request for information to a public authority is entitled—*  
*(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and*  
*(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not centrally record the information requested as multiple teams have multiple individuals who may process SARs. However, please see below table for information regarding the Trusts central Information Governance department:

<b>Date</b>	<b>Number of staff processing SARS requests</b>
1st April 2022 – 31st March 2023	4
1st April 2023 – 31st March 2024	5
1st April 2024 – to date 12th November 2024	5



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