

FOI 1574

28/03/2023

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Question 1 - How do you process Subject Access Requests?

Answer: Please see attached Subject Access Request Flowchart to confirm how Subject Access requests are processed. Please be advised that the Medico-Legal department process SARs for Medical Records from Solicitors and they seek the medical records from the relevant service, with any other SARs from Solicitors going directly to the relevant service area for response.

Question 2 - What tools do you use to ensure that what needs to be redacted from patient records is redacted when responding to SARs?

Answer: Manual redaction or the use of electronic redaction software and we send information via recorded delivery or electronically via Egress. Please be advised that it is the relevant department's responsibility to redact personal information contained within the records and consent for release.

How do you share/send personal/patient information with insurance companies or solicitors when you receive such a request?

Answer: We share/send the personal/patient information via recorded delivery or electronically via Egress. Please be advised that it is the relevant department's responsibility to redact personal information contained within the records and consent for release. Please be advised that the Medico-Legal department deal with Subject Access Requests from Solicitors.

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