

FOI – 1955

19th October 2023

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

- **The Trust's extant policies, procedure and standards of practise on the redaction of records.**

Please see attached redaction guidance dated September 2022.

'Subject access request – Guidance for employers' finalised in September 2023 is also attached.

- **Can I also request the specific guidance that was provided to staff with regards to the redaction of records including all the heavily redacted Adult Safeguarding records?**

No recorded information held.

- **Can I also please request the name and provider of the redaction software that was used and the date that this software was introduced Trust wide for use.**

Name of the software – Rapid Redact - Provider Redacta Limited. Software rolled out for use by Trust staff on 24/01/2017. There are limited number of concurrent licences available for use by staff in the Trust. The licences are shared between staff on an as and when required basis.

- **I am seeking the guidance used to identify why and what was the reasoning for emails that were copied to Microsoft Notepad as opposed to being printed as was?**

The right of access gives users the right to obtain their personal data rather than giving a right to see copies of documents containing their personal data. The Trust is under no obligation to supply copies of original documents and Trust

staff can choose to supply the requested information in Notepad if this is their preference. This is in keeping with data protection legislation and advice from the Information Commissioner's Office - [How should we supply information to the requester? | ICO](#)

Email: foi.team@southerntrust.hscni.net