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Darlington  
DL3 6HX  
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Foundation Trust Office: 01325 74 3625  
Corporate Records Office: 01325 74 3700

Request for Information Reference: 12.19.16

Direct line: 01325 743700  
Email: [cdda-tr.cddftfoi@nhs.net](mailto:cdda-tr.cddftfoi@nhs.net)

Email only

8 January 2020

## **Freedom of Information Act 2000 – Request for Information**

Thank you for your request for information received on 11 December 2019 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding policies. Specifically you requested information as follows:

***1) Please can you send me a copy of the current subject access request response letter that you use?***

Answer: Please see attached response letters.

***2) A copy of the last 5 dpias completed***

Answer: the full DPIAs are not published in their entirety as they contain information sensitive to the Trust and our suppliers as they detail security arrangements, etc. We have provided a summary extract from the central log. Please see attached.

***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***

Answer: Core essential training is completed by all staff via e-learning. The package used is NHS digital Data Security and Protection Level 1, therefore unable to supply physical copies.

**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**

Answer: Relevant policies are in place on staffnet (e.g. Data Protection, Transfer of Personal Information, Clinical Confidential Information, email, internet, IT security, access control, confidential waste policies etc.), in addition to this the team have produced various communications over the last 5 years in the form of key messages, bulletin one liners, newsletters, etc.). All of these have been communicated to staff via the Comms Team.

**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?**

Answer: There have been no policies as such implemented in the past two years, but some of the initiatives introduced within this time include:

- Oxygen mask recycling
- Recycling of single use theatre instruments
- Reduction of single-use plastics in catering

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive  
County Durham & Darlington NHS Foundation Trust  
Darlington Memorial Hospital  
Hollyhurst Road  
Darlington  
DL3 6HX



County Durham  
and Darlington  
NHS Foundation Trust

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

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

Telephone: 0303 123 1113  
Website: [www.ico.gov.uk](http://www.ico.gov.uk).

There is no charge for making an appeal.

Yours sincerely

**Joanna Tyrrell**  
**Freedom of Information Officer**