

Executive Corridor  
Darlington Memorial Hospital  
Hollyhurst Road  
Darlington  
DL3 6HX  
Switchboard Tel: 01325 38 0100  
Foundation Trust Office: 01325 74 3625  
Corporate Records Office: 01325 74 3700

Request for Information Reference: 12.19.23

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

Email only

14 January 2020

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

Thank you for your request for information received on 13 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 subject access requests. Specifically you requested information as follows:

**1) *What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests?***

Answer: [julie.crampton@nhs.net](mailto:julie.crampton@nhs.net)

**2) *What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have.***

Answer: 100%

**3) *On average how many SAR/DPA requests does your authority receive in a month?***

Answer: 375

**4) *How many SAR officers are employed by your organisation who work on Subject Access Requests?***

Answer: 6



County Durham  
and Darlington

NHS Foundation Trust

**5) What is the generic email address of the team which deals with SARs / DPA requests within your organisation?**

Answer: [cdda-tr.accesstohealth@nhs.net](mailto:cdda-tr.accesstohealth@nhs.net)

**6) How many overdue Subject Access Requests do you currently have?**

Answer: None

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

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