



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 14 July 2022

Re: Freedom of Information Request
Ref: 214-2022

Thank you for your email dated the 23/06/2022, requesting information in relation to SARs.

The information you require is as follows:

1. Approximately (or in average) how many clinical SAR requests your Trust receives per year?

In total between Jan 21 & December 21 there were 332 SARS request

Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
31	16	34	30	13	27	32	30	32	34	34	19

2. Does all clinical SAR requests go through the Clinical approval process (or SHT authorisation) before disclosure? **Yes**

If yes, no more question

If no, please could we have the following details?

- 3. If not, which requests are usually sent for the clinical approval/ SHT authorisation? (e.g. patient with safeguarding issue / MH etc.)**
- 4. Does the SAR officer identify the criteria of the client's clinical approval at the screening status from the system**
- 5. How do SAR officer screen the patient's status (e.g. alert at the system, or the front page etc.)**

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>

Kind Regards,

The Information Governance Team
Contact Email: ccf-tr.foi@nhs.net