

Date: 24 July 2018

Re: Freedom of Information Request
Ref: 138-2018

Thank you for your email dated 28th June 2018, requesting information regarding CD's.

The information that you require is as follows:

1. **How many CDs does your department produce per annum for the distribution of patient images?**

Last year, 2017: 26 CDs

2. **How many CDs does your department produce per annum for interested 3rd parties such as insurance companies or solicitors?**

Last year, 2017: 107 CDs

3. **What is the cost of CD production for patient images, e.g. materials for your department per annum?**

£21.00

4. **What are the time/resource costs associated with CD production for patient images for your department per annum?**

35 hours

5. **What are the costs of postage/couriering of CDs of patient images for your department, per annum?**

Information not held

6. Please provide a breakdown of total costs of CDs for patient images to other hospitals for your department, per annum?

None

7. Please provide a breakdown of total costs of CDs to patients for your department, per annum?

None

8. Please provide a breakdown of total costs of CDs to interested 3rd parties for your department such as insurance companies or solicitors, per annum?

None

9. Are the CDs dispatched from your department that contain patient data consistently encrypted / password protected?

Yes

10. Can you provide information on the number of CDs that are lost or misplaced before they reach the intended recipient?

Last year, 2017: 3 CDs

***If you use a centralised administration team to administer imaging for your department please include this information to the above questions.**

Please provide these answers for the following departments:

- **Radiology- All figures are for radiology only. As our Trust is a tertiary specialist cancer treatment centre, we do not provide any of the other services listed.**
- **Cardiology**
- **Medical illustration**

- **Theatres**
- **Endoscopy**
- **Colposcopy**
- **Diabetic Retinopathy**
- **Medical Photography**
- **Dermatology**
- **Podiatry**

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>