

Date: 21 August 2019

Re: Freedom of Information Request
Ref: 210- 2019

Thank you for your email dated the 31st July 2019, requesting information regarding staff disciplinarys for improper/illegal or inappropriate use of patient records.

The information that you require is as follows:

1. How many (a) medical staff and (b) non-medical staff were disciplined in the last two calendar years (2017 and 2018) for improper/illegal or inappropriate use of patient records?

A) 0

B) In accordance with the Data Protection Act 2018 our Trust is unable to release the information requested. The Clatterbridge Cancer Centre NHS Foundation Trust is a relatively small Trust and by providing this information where the number of staff is less than or equal to five increases any 'potential' risk of this data becoming identifiable information and thereby contravening one or more of the Data Protection Principles by releasing it into the public domain. Confidentiality is expected in such matters. This information is therefore exempt under Section 40: Personal Information, of the Freedom of Information Act 2000.

2. Please provide for the five most recent incidents a brief description, which should include

- (i) the nature of the offence or breach of Trust policy (e.g. looked at health records of neighbour/celebrity/family member without professional purpose**

- (ii) the person's job title (e.g. nurse, admin staff, physio, consultant)
- (iii) how the matter was resolved, i.e. written warning, sacked etc.

As above

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>