**FOI Ref: 6458**

**Category(ies): Trust - Governance**

**Subject: SAR Process**

**Date Received: 24/06/2022**

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| **Your request:** | **Our response:** |
| Please note – Clarification asked for  Please can you clarify what you mean by or do you have a different definition of a Clinical SAR?   * as the nature of the requests are usually that they are requests for copies of patient notes/records if you mean requests by patients.   Response to Clarification - By clinical SAR request, I meant ‘health request’, request that are **not** related to HR categories. Patient’s requests are - requesting copies of their medical records, scans, ecg etc. | |
| 1. Approximately (or in average) how many clinical SAR requests your Trust receives per year? | 1454 average over 2019, 2020 and 2021 |
| 1. Do all clinical SAR requests go through the Clinical approval process (or SHT authorisation) before disclosure?   If yes, no more questions.  If no, please could we have the following details? | Yes |
| 1. If not, which requests are usually sent for the clinical approval/ SHT authorisation? (e.g. patient with safeguarding issue / MH etc.) |  |
| 1. Does the SAR officer identify the criteria of the client’s clinical approval at the screening status from the system? |  |
| 1. How do SAR officer screen the patient’s status (e.g. alert at the system, or the front page etc.)? |  |