Reference:	FOI.11471.23
Subject:	Subject Access Requests (SAR)
Date of Request:	12 April 2023

Requested:

1. How many SARs (not other types of data protection requests) have been made to the BOARD in the last 12 months?

2. How many SAR requests have gone over a deadline (either the standard 30 day allocation or the extended 90 day allocation for more complicated responses)?

3. How many staff are usually contacted to provide data to contribute to the request?

4. On average how many hours are spent dealing with a SAR?

5. Do you have any software to assist with SAR production and if so, which?

6. Who has budget responsibility over the costs & resources required to respond to the SARs?
   Please provide
   Name:
   Title:
   Direct Email:
   Direct Phone Number:

7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)?

Response:

1. Hywel Dda University Health Board (UHB) confirms that it has received one thousand two hundred and eighteen (1,218) patient record SARs.

2. The UHB confirms that one thousand and fifty eight (1,058) SARs were processed within the allocated timescale; one hundred and sixty (160) SARs exceeded the allocated timeframe.

3. The UHB confirms that it employs four (4) Whole Time Equivalent (WTE) members of staff that contribute to the processing of SARs. However, SARs are not their only role and they undertake other administrative duties for the Health Records Department.

4. The UHB does not hold this information as it is not recorded.

5. The UHB confirms that it does not have software to assist with the processing of SARs.

6. The UHB confirms that the person responsible for the SAR budget and resource is Steven Bennett, Health Records Manager. Contact details:
   Email address: Steven.bennett@wales.nhs.uk
   Telephone number: 01554 756567

7. The UHB confirms that it has received twenty one (21) employee SARs. Of those, four (4) exceeded the allocated timeframe.